



Job offer: Congress & Events Manager

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The European Psychiatric Association (EPA):

The European Psychiatric Association is the largest international association of psychiatrists in Europe, with active members in 88 countries. It includes leading experts covering the interests of psychiatrists in academia and in practice. The EPA deals with psychiatry and its specialised disciplines, focuses on the improvement of care for the mentally ill and on the development of professional excellence. The EPA represents individual members, as well as 44 National Psychiatric Associations across Europe. Its main activity is the organisation of scientific events, in particular the European Congress of Psychiatry once a year in a European city.

We have a temporary vacancy for a meticulous and well-organised Congress & Events Manager, who supports the EPA Director of Governance and Administration with coordinating and implementing the organisation of the annual European Congress of Psychiatry, which is the main activity of the EPA. He/she may be assigned implementation and organisational tasks related to other events depending on the Association's activities and priorities.

Main duties and responsibilities include:

1. Project Management:

Support the successful delivery of in-person, hybrid or virtual formats of the EPA's annual Congress:

- Administration and follow up of the Scientific Programme Committee (SPC).
- Day-to-day contact with our Professional Congress Organiser (PCO) to ensure implementation of all tasks related to Congress preparation and delivery, in accordance with signed contracts, agreed timelines and quality expectations.
- Support to EPA's Director of Finance and Operations with the tracking of Congress-related income and expenditure, as well as the monitoring and follow up of the sponsorship and exhibits-related work.
- Establishing and maintaining relationships with relevant Congress committees.
- Review of marketing and communication materials related to the Congress.
- Working with our PCO to develop our Congress branding and messaging.
- Track and regularly update records relating to decision-making, guidelines, and procedures.
- Coordinating logistical and administrative support, including sourcing and negotiating with third-party suppliers
- Market research to identify new opportunities and emerging trends.
- PCO, agency, suppliers and in-house team facilitation and coordination.
- Logistical and administrative support.



2. Staff Management:

- Team leader and responsible for co-ordinating the Congress and Events team to ensure delivery of successful congresses: one direct report.

3. Ethics and regulations:

- Together with PCO and industry liaison Consultant ensuring compliance with health and safety, licensing laws, GDPR requirements, and all other legal provisions which are applicable to events as well as all pharmaceutical and government rules, laws and regulations.

4. Collaboration and teamwork:

- Contribute to a number of ongoing, cross-cutting, EPA projects.
- Day-to-day interactions with the Executive Director and other team members for the purposes of smooth internal communications and work planning at all levels.

Profile:

- University degree in project or event management, business administration or related disciplines.
- At least 5 years of experience in project or event management in a similar post.
- Excellent communication skills in English (fluent oral and written).
- Working knowledge of French required, other languages a plus.
- Project management mindset and excellent organisational skills: ability to take initiative, multi-task, prioritise and work under set deadlines or under pressure, flexible.
- Utmost attention to detail.
- Strong collaborative skills: team-oriented, able to work with diverse and demanding groups of people.
- Full command of Microsoft Office software (Word, PowerPoint, Excel, Outlook).
- At ease in multicultural and remote environments.
- Additional assets:
 - Project management certification
 - Knowledge of and experience with associations, medical congresses and/or international environments
 - Experience with web content management tools (i.e. Word Press, etc).

Working conditions:

- Start ideally mid-August 2024
- Full time – 12-month temporary contract
- Based at the EPA Administrative Office in Strasbourg, France or the EPA Office in Brussels, Belgium (partial teleworking possible in either location under set conditions)
- Some travel in Europe, sometimes during weekends
- Small and dynamic multi-cultural team
- Remuneration and benefits to be discussed during interview, depending on experience

Please note:



Candidates should have authorisation to work in France or Belgium.

Interviews will take place in person in Strasbourg or virtually in the last week of June.

Written and oral fluency in English is a requirement; please do not apply if you are not fluent in English. English levels will be checked before any interviews are scheduled.

Contact:

Please send your CV and motivation letter in English, as well as your salary expectations and earliest possible start date, to jobs@europsy.net [REF: EPA – Congress and Events Manager] by 23:59 on 16 June 2024.

For more information on the EPA: <https://www.europsy.net>