



SCIENTIFIC PROGRAMME COORDINATOR

-open-ended contract-

ESTRO in a few words

Founded in 1980, ESTRO, the European Society for Radiotherapy & Oncology (ESTRO), is a non-profit and scientific organisation that aims at reinforcing radiation oncology as a core partner in multidisciplinary cancer care and at guaranteeing accessible and high-value radiation therapy for all cancer patients who need it.

With over 9 000 members in and outside Europe, ESTRO supports all the Radiation Oncology professionals in their daily practice: Radiation Oncologists, Medical Physicists, Radiobiologists and RTTs (Radiation Therapists) and the wider oncology community.

ESTRO's mission is to promote innovation, research, and dissemination of science through its congresses, special meetings, educational courses and publications.

Job objective

The Programme Coordinator primarily supports ESTRO's Programme Manager in the development of the scientific programmes for ESTRO's annual congress and other joint events. S/he is responsible for facilitating the work of Committees and task forces linked to the scientific unit, namely the clinical committee.

Main Responsibilities

Core activities

- Content management system support
 - Input, update and maintain scientific programme details of the annual congress and other scientific events' in the content management system
- Abstract management support for ESTRO congresses and events
 - Set up the abstract submission/review pages with the content management system provider
 - Respond to queries from abstract submitters
 - Process the abstracts submitted
 - Input abstract reviewers in content management system
 - Manage the communications to abstracts submitters / reviewers via content management system
 - Participate in, and assist with, the preparation of supporting materials for abstract meetings
- Speaker Management
 - Coordinate all communications and arrangements for congress and events' invited speakers (confirmation letters, technical requirements, hotel bookings, travel, registrations and reimbursements) as per the programme development timeline
- Pre- event
 - Provide data/statistics on invited speaker/abstract programme
- On site at events
 - Be the main point of contact for invited speakers
 - Facilitate registration of invited speakers
 - Facilitate delivery of presentations by invited speakers
 - Support and work together with the on-site congress team for any aspects related to the congress programme
- Post- event
 - Prepare congress and events' evaluation surveys
 - Upload presentations in ESTRO e-library
- Promotional materials / abstract book



- Review all conference promotional materials
- Prepare the congress and events' abstract book
- Coordination of ESTRO Annual meeting programme journeys
 - Liaise with the focus groups to develop the programme journey.
 - Liaise with the focus groups to organise the Meet & Greet networking sessions for the journeys.
 - Handle all logistical aspects linked to the Meet & Greet networking sessions (registration, signage, catering etc).

Other duties as per defined scope.

Participating to and/or leading transversal projects.

Education and professional experience

- Secondary diploma.
- Working experience of at least 2 years in an international environment, ideally with experience in setting up scientific programmes for healthcare associations.

If you also combine following criteria and qualities, then you are probably the person we are looking for:

- Fluent in English (verbal and written)
- Other languages are an asset to interact with different stakeholders
- Excellent communication skills
- Highly organized with the ability to plan forward and to meet tight deadlines
- Strong attention to detail
- Good interpersonal skills and able to work in international teams of both expats and local professionals
- Sensitive towards and appreciative of working with volunteers
- Strong ability to multitask
- Stress-resistant
- Capable to prioritize
- Flexible, open and positive
- Ability to work independently with minimum supervision and to take personal responsibility for the assigned tasks (aka proven sense of responsibility)
- Comfortable with recurrent tasks in the long run
- Driven by the willingness to see a project through to completion
- A mature, polite, and empathetic professional
- Proficient with Microsoft suite; experience managing databases a plus

What we offer

We offer a great and flexible working environment with colleagues from all over the world who are very respectful of each other. DEI is a reality at ESTRO and we are very proud of this. We are also very proud of our philosophy that resumes in 4 words: think-meet-connect and work. Trust and flexibility are central at ESTRO and are the backbones of our Association's culture.

To apply, please send your **CV** and **cover letter** in English (with reference "**SCIENCE**" in the subject line) by 6 February 2025 to recruitment@estro.org. Only shortlisted candidates will be contacted. Contacts should happen by 15 February.