



## GOVERNANCE PROJECT MANAGER

-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 Governance Project Manager is responsible for supporting the effective functioning of ESTRO's Governance. S/he is responsible for the seamless running of the Board of Directors and of any specific Senior Leadership Group. S/he is in charge of the coordination of the Board meetings and activities, management of the General Assembly, and Senior Leadership meetings. S/he acts as a contact point for Board matters to internal stakeholders and ensures smooth information flow between Board, Senior Leadership and other Society Affairs bodies.

### Main Responsibilities

#### Core activities

- **Coordination of Board & Senior Leadership**
  - Ensure the coordination of Board & Senior Leadership meetings: communication between stakeholders, organization of meetings, including physical and online meeting, prepare the agendas, ensure travel arrangements, write minutes.
  - Prepare the Board and Senior Leadership meetings material, including slides background documents and memos, supporting the decision-making processes, in collaboration with CEO, Deputy CEO and Senior Management Team
  - Ensure accurate documentation of decisions, and timely follow up on action points, and drafting support material and dedicated communication when needed
  - Act as a central point of contact for governance-related inquiries, ensuring clear and effective communication between the Board, Senior Management, and members.
  - Act as a liaison between the Board and Units dealing with annual or any other events of the Board (eg. Strategic Retreat, ...)
  
- **Coordination of General Assembly meetings, elections and other governance activities**
  - Manage the organisation of the General Assembly: the logistics and the preparation of the material for the GA meetings and, when necessary, other governance events.
  - Manage the organisation of the the Society's elections, the logistics for nominations, elections, and appointments to governance bodies
  - Support the Society Affairs Unit during the ESTRO Annual Congress: set up the Presidents' schedule and support in the organization of meetings and activities linked to the Board and Senior Leadership Groups;
  - Oversee the activities involving the Leadership: when needed, coordinate and manage with the Presidents and Executive Office the organization of internal and external stakeholders' meetings
  - Keep abreast of Governance activities agenda and manage the operational requirements when needed.
  
- **Policy**
  - Ensure ESTRO complies with legal, regulatory, and internal governance requirements (e.g., statutes, by-laws, EU regulations).



- Maintain and update governance-related documentation, including charters, policies, and MOU.

Other duties as per defined scope.

Participating to and/or leading transversal projects.

## Education and professional experience

- Master degree.
- Working experience of at least 2 years in similar or equivalent position.

## 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
- Diplomatic yet assertive communication skills
- Stress resistant
- Strong organization skills
- Detail-oriented
- Capacity of running various projects smoothly and efficiently
- Discretion and high level of integrity and confidentiality;
- Strong autonomy
- Collaborative
- Pragmatic mindset
- Capacity to work under minimal supervision
- Adhesion to ESTRO values
- Willing to travel, including internationally

## 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 "**GOVERNANCE**" in the subject line) by 14 February 2025 to [recruitment@estro.org](mailto:recruitment@estro.org). Only shortlisted candidates will be contacted. Contacts should happen by 28 February.