

EVENTS MANAGER

Reports to: EASL Head of Business Development & Events
Location: EASL Office in Geneva
Start date: As soon as possible
Occupation: 100%

About EASL:

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts more than 25 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

EVENTS MANAGER

Mission:

The mission of the future EASL Events Manager is to be the gate keeper for the overall EASL congress and event strategy, as well as its sourcing, implementation and delivery. He/she will be accountable for pre-defined and measurable deliverables for all events that are organised under the EASL brand.

Main functions:

The Events Manager will define and coordinate all EASL events activities, notably its flagship congress the International Liver Congress[™], held every year in April. In his/her role the Events Manager will also be responsible for supervising and managing the implementation of all other EASL events such as Schools, Monothematic Conferences, Summits, Board meetings and other conferences and events, including internal events. The future Events Manager will be expected to develop, implement and manage a sustainable long-term model for the congress and events ensuring consistent and high-quality logistical delivery, shape dynamic events, and ensure predictable revenue for EASL taking into consideration the pharmaceutical industry compliance regulations in place.

Key responsibilities include:

- The definition, allocation of all roles and responsibilities' for all involved stakeholders to plan and run congresses and events.
- Development of congress and events activities to ensure an outstanding and innovative experience for all attendees.
- Regular evaluation of insourced and outsourced services for the benefit of EASL and event participants.
- Agency, suppliers and in-house team facilitation and management.
- Sourcing, negotiation and pre-screening of third party offers.
- Maintaining high-quality and dynamic relationships with all parties, be it in-house or outsourced.

Major duties and responsibilities:

Project management:

- Project profitability & efficiency: implementation of total cost management including revenue management and the cost of delivery; planned values, cost and income forecast, as well as project-specific ROI and P&L management.
- Establish framework for project success rate through measuring percentage of projects delivered on time and under budget.
- Implementation of a total project ownership mentality and accountability within the EASL events team.
- Responsible for conducting bidding process, selection and assessment of suppliers. Investigation of new venues, undertaking site-visits where necessary in a proactive fashion, ensuring that EASL is always in the know of new venues and opportunities to make qualified venue sourcing decisions.
- Liaison with third party suppliers such as venues, hotels, caterers, audio-visual companies, technology suppliers, security suppliers, consultants, coach companies, booth builders and other suppliers EASL calls upon for event- or event related services.
- Responsible for supervising the meeting announcements, such as flyers, final programmes as well for a series of other printed matters, e.g. conference signage, notepaper, etc. (in conjunction with the EASL MarCom team).
- Ensure all events run smoothly as per pre-agreed criteria for measurement.
- Day-to-day troubleshooting, addressing problems as they arise.

Staff management:

- Team leader and responsible for co-ordinating the events team to ensure the delivery of successful congresses, conferences and meetings: at least two direct internal reports as well as agency staff members.
- Taking responsibility for the recruitment, training, organisation and monitoring of direct report staff.
- Applying current legal and in-house HR procedures and supporting personal growth to enhance retention of talents and the provision of high-quality services.
- Leading by example in maintaining service standards.

Finance, budget and negotiation:

- Purchasing necessary equipment for the conference if and when applicable to ensure a ROI on the following years.
- Maintain and conclude negotiations with external service providers to defend EASL needs and best interest as required and instructed.
- Preparation and management of event and conference budgets and the relative financial plans.
- Achieving financial objectives as per pre-defined KPIs.

Ethics and regulations:

- 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.

Direct report to the Head of Business Development & Events

- Reporting to Managing Director or deputy when required.
- Incident and conflict reporting to the management team.

Collaboration and team work:

- Contribute to a number of cross-team projects conducted with other EASL services.
- Develop and re-enforce relationships which are mutually beneficial and based on trust with suppliers, partners, colleagues and the EASL governing board.
- Liaison with sponsors and/or contractors regarding set-up of exhibition stands when required.
- Daily interactions with line manager and colleagues to ensure a high-quality and regular internal communication and work planning at all levels.
- Change agent to foster a positive work culture, build community relationships, adhere to ethics and provide constructive criticism.
- Personal identification with the organisation and its mission.

Innovation:

- Support and assess future strategic developments of the EASL annual congress and events, including innovative approaches in meeting design and technology.
- Researching markets to identify new business opportunities and emerging trends

Qualification and experience:

The successful candidate will have at least 5 years of professional experience in the management of International Healthcare congresses and/or events. You hold a Bachelor's degree in tourism with a specialisation in event management or equivalent. Proficient written and oral in English and French are a must, other European languages are an asset. You are familiar with the regulations that apply to the Pharmaceutical industry.

Additional requirements:

- You are used to working independently, multitasking and handling fluctuating deadlines.
- You can identify, summarise and clearly report on trends, concerns and potential solutions.
- You know the meaning of decision-making processes and have an entrepreneurial mind-set.
- You are a team player and aim to be a key element in a small team actively contributing to EASL's benefits.
- Your own values fit with those of a not-for-profit organisation.
- You are business oriented and want to reduce the burden of liver disease for the patients' benefits.

- Solid, hands-on, with budget management and analytical skills.
- Travel required

Availability: as soon as possible

Please send your complete application (CV, motivation letter, diplomas) to: recruitments@easloffice.eu. Only complete applications will be considered.