

JOB DESCRIPTION

Position title:	Senior Events Manager
Reports to:	Managing Director
Location:	Geneva, Switzerland
FTE:	100 %
Start date:	As soon as possible

The Association:

The European Association for the Study of the Liver was established in 1966 by a founding group of 70 European hepatologists. It has since grown into a major European medical association with significant international representation and global influence. EASL's core mission is the promotion of research, education and policy concerning the liver and liver health. EASL currently has over 4,500 members from all continents, and the annual meeting is the major international scientific event on liver health with more than 10,000 participants, alongside this major event EASL runs a comprehensive portfolio of conferences, schools, and related educational meetings. More recently, EASL has also established a broad collection of online education and digital tools for the research, practice, and patient communities. Additionally, 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. The office team covers a broad range of expertise from events management, education, publishing, business development, marketing, public health, advocacy, finance, administration, and public relations.

Position Summary:

Mission:

The mission of the Senior Events Manager is to develop and deliver EASL's strategy for face to face, hybrid, and digital events. He/she will be accountable for pre-defined and measurable deliverables for all events organised under the EASL brand.

Main functions:

The Senior EASL Events Manager will define and coordinate all EASL event activities, notably its flagship annual congress the International Liver Congress™. In his/her role the Senior Events Manager will also be responsible for supervising and managing the implementation of all other EASL face to face, hybrid, and digital events such as Schools, Monothematic Conferences, Summits, etc.

The Senior Events Manager will be expected to develop, implement, and manage a sustainable long-term business and operations model for all events ensuring consistent and high-quality educational programming, compliance with industry standards, community engagement, logistical delivery, revenues, and efficiency.

The role is to be accomplished via direct management of the Events Department, effective transversal project management of other EASL Office resources and close collaboration within the EASL Office management team.

Key responsibilities include:

- Set, monitor, and maintain oversight of event strategy, delivery, and development
- Establish objectives, budgets, resource allocation and planning
- Establish and monitor quality standards
- Ensure contribution of and collaboration with EASL Leadership, and internal EASL teams such as the Scientific, Educational, Corporate Relations, Policy & Public Health, Association & Community Services, Publishing Departments
- Ensure alignment and optimisation of EASL HR, administrative, technical, managerial policy and infrastructures
- Align operations with EASL strategy and ethics
- Maintain sustainable relationship with external suppliers, partners, and vendors
- Ongoing monitoring reporting and evaluation

Main roles:

Project Management:

- Produce cost-effective budgets to achieve their outcomes.
- Develop and maintain income and expenditure tracking and evaluation systems.
- Ensure project profitability & efficiency, as well as project-specific ROI.
- Develop and monitor pricing strategy.
- Set, monitor and achieve financial and non-financial KPIs.
- Maintain and conclude procurement negotiations with external service providers including venues, CVBs, hotels, AV and IT services, security, catering, freight forwarding, hostess, print & design, PCOs, DMCs.
- Assess and promote future strategic developments for EASL events, including innovative approaches in meeting design and technology.
- Resource allocation and negotiation, direct and indirect project team management, production planning, integration with other internal planning.
- Research markets to identify new business opportunities and emerging trends.
- Ensuring compliance with health and safety, licensing laws, GDPR requirements, industry regulations and applicable legal provisions.
- Key internal and external spokesperson and representative of event projects.
- Consistent reporting to MD, Management Team and Governance Bodies.

Line Management:

- Team leader, responsible for the coordination of the events team, at least two direct internal reports as well as agency staff. Indirect management of EASL teams working on events, up to 30 people per event.
- Responsibility for the recruitment, training, organisation and monitoring of direct report staff.
- Application of current legal and in-house HR procedures and supporting personal growth to enhance talent retention and the consistent provision of highest-quality services.
- Leading by example in maintaining service levels and behavioural standards.

Management Group:

- Collaborate with Managing Director and EASL Office Management team on EASL events strategy and its integration and contribution to overall EASL strategy and mission.
- Contribute to the collective operational efforts and integration of the EASL Office Management Team.
- Contribute to the highest managerial standards, personal development strategy and workplace culture.
- Contribute to Governing, Executive Boards and consult regularly with Science, Education and Policy & Public Health Committees
- Represent EASL and its management group externally, monitor and report on the external environment.

Qualification and experience:

- At least 7 years of professional experience in the management of international healthcare conferences, congresses and/or events – including recent experience of digital and/or hybrid events.
- A sound knowledge of the healthcare events marketplace, destinations, suppliers, trade organisations, trends, peer organisations.
- Experience in the association, NGO or related sectors.
- A marketing oriented, customer-centric business outlook – combining strategic thinking with hands-on skills.
- High comfort levels with emerging event and communication technologies.
- Excellent communication skills in English are a must, other European languages, especially French, German and Italian are an asset.

Additional requirements:

- You are used to working independently, multitasking, and handling fluctuating deadlines.
- You are a supportive, inspiring, and tireless team-leader.
- 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 interests.
- Your own values fit with those of a not-for-profit organisation such as EASL.
- You have robust budget management and analytical skills.
- You have the ability to travel regularly

Contact details:

Please send your complete application (CV, motivation letter and Certificates and Diplomas) to recruitments@easloffice.eu.

Only complete applications will be considered.

NB: Due to time constraints, we will only respond to applicants that are selected for a first round of interview. Thank you for your understanding.