

JOB DESCRIPTION

Position title: Head of Science & Education

Reports to: EASL Executive Director

Location: EASL office

Occupation: 100%

The Association:

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from education, events management, publishing to marketing, finance management and public relations.

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 57 years it has grown into a leading European medical association with significant international representation and global influence. EASL has approximately 5,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 participants. EASL's 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 also established a broad collection of online education and digital tools. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

Mission

Education and science are the pillars of EASL. The Head of Education and Science guides and assists senior leadership in the development of the strategic vision and is fully responsible for drafting and implementing the business plan in all matters pertaining to science and education.

The Position

We are looking for an experienced, expert and strategic thinking professional with the knowledge, skills and interpersonal skills to be the point of contact between EASL Office and the Education Committee, to represent the interests of science and education within EASL Office Management, to lead the Science and Education Department and to act on behalf of EASL with external partners, suppliers and peers.

Key responsibilities include:

- Develop EASL's science and education strategy with the Education Committee and the broader EASL leadership
- Draft and negotiate a multi-year workplan
- Consolidate and further develop the science and education portfolio of products and services
- Implement, monitor and regulate the science and education workplan
- Coordinate and manage EASL Educational Committee and EASL Studio Editorial Board
- Lead the Science and Education Department, 3 direct reports
- Inform the EASL Office Management team on all educational and scientific matters
- Inform and advise on EASL communications across all business units
- Manage the science and education budget

- Work closely, at strategic and operational levels with multiple EASL Office Departments e.g. Business Development Department, Events, Publications, Policy Public Health and Advocacy, Association & Community Services
- Monitor the healthcare association and related marketplaces, network with peers and providers
- Represent EASL in professional educational communities, publications, platforms and events

EASL's core Science and Education products and services:

Lead, manage and further develop the following products and services:

- EASL Studio
- EASL Campus, EASL Campus Connect
- EASL's Clinical Practice Guidelines App and other derivatives
- EASL Journal Club
- EASL Molecular Tumour Boards
- EASL Education Webinars
- EASL Schools
- EASL/AASLD Masterclasses
- EASL Best of slide decks
- EASL scientific and medical communications
- EASL grant applications
- EASL Education social media
- EASL Post Graduate Course at EASL Congress
- EASL Mentorship Programme

Management

- Develop the Education team in accordance with EASL's human resources policy and procedures
- Manage the team's performance, standards, skills, competencies and motivation
- Contribute to operational management and performance of EASL as a member of the senior management team
- Oversee projects and ensuring their delivery on time, on scope and to budget

Knowledge, skills, and Key experience

- Post-graduate degree or equivalent in a relevant discipline
- Excellent analytical and writing skills in English and at least one other EU language
- 10+ years working in an international organisation, preferably in life sciences or education
- Demonstrable background in the development and delivery of educational strategies, work plans, and budgets
- Committee governance and administration
- Demonstrable experience of working in coalitions and the ability to develop and maintain constructive senior level relationships with key partners and stakeholders
- Expert scientific and medical writing and communications – for specialist and lay audiences
- Knowledge of educational design (onsite, online, blended), adult learning, accreditation, certification: theory, mechanisms and actors
- Senior managerial experience – working within a managerial team and leading a business unit, preferably with both staff and volunteers
- Experience in evaluation management and methodology including analysing quantitative and qualitative data
- Development of systems, processes and procedures

Additional Requirements

- A national of one of the EEA Member States or Swiss working permit
- Willing and able to undertake frequent travel within Europe and, occasionally, beyond

What we offer:

- Purpose
- Flexible working hours
- Possibility of remote work
- Great remuneration package
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- Job security, integration into EASL Office team and EASL leadership governance community
- One to one management and mentoring
- Career development guidance and opportunity

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

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

Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for a first round of interview. Thank you for your understanding.