

Job description

Job title:	Scientific Programmes Project Manager
Reports to:	Scientific Programmes Manager
Salary:	£32,000 (pro-rata)
Working hours and location:	Part time. 3 days per week (21 hours). Remote working and flexible working arrangements can be discussed. Headquarters in Bristol, UK with a second base in Brussels, Belgium.
Overall purpose of the role:	<ul style="list-style-type: none"> To support the Scientific Programmes Manager on educational, scientific, clinical and patient activities. To provide coordination and support to the ESE Council of Affiliated Societies (ECAS) activities. To develop the online resources of relevant ESE committees to include web development, online curricula and short courses. To support and facilitate the ESE Educational events in collaboration with the ESE Events Manager. To ensure that all activities under the Scientific Programmes Project Manager's remit are delivered to an excellent standard, and in line with ESE's strategy.
Date:	December 2020

Responsibilities

Key responsibilities	
Strategic:	<ul style="list-style-type: none"> Support the Scientific Programmes Manager and CEO with delivery of ESE strategy for areas within the Scientific Programme Project Manager's remit. Identify and support new areas of collaboration, particularly through ECAS.
Operational:	<ul style="list-style-type: none"> Support the educational, scientific, clinical and patient activities, through the relevant committees, as follows: <ul style="list-style-type: none"> Through the development and implementation of activities Through the monitoring of effectiveness of activities Through logistical support of its meetings (agenda planning, logistics, minute writing etc) The committees responsible for these activities are currently defined as follows: Clinical Committee; Science Committee; Education Committee and Early Career Member Task Force; Rare Disease Committee; Nurse Committee; ESE Young Endocrinologists and Scientists; and ECAS. Support and coordinate the activities and long-term projects of ECAS, as well as identifying further projects. Support the Focus Areas:

	<ul style="list-style-type: none"> ○ Through effective logistical support of Focus Area meetings and telecons ○ Through the ad-hoc support to project initiatives developed by the Focus Areas ○ All activities to be run in liaison with the relevant committees and ESE Team. ● Ensure that information regarding activities within the Scientific Programme Project Manager's remit are maintained accurately on the ESE's website, including accurate tagging of content by Focus Area and career stage. ● Support development of the online educational resources and learning platform. ● Support applications for CME for relevant activities (ECE, training courses etc).
Financial:	<ul style="list-style-type: none"> ● Responsibility of budgets within the Scientific Programmes Project Manager's remit.

Person specification

Skills and experience	
	<ul style="list-style-type: none"> ● Biosciences background and/or clinical background preferred but not essential. ● Languages preferred but not essential. ● Strong written and verbal communication skills. ● Highly demonstrable ability in project and budget planning. ● Excellent interpersonal and networking skills. ● Experience in management of activities within an Associations environment is preferred. ● No formal project management training is required.
Other relevant requirements:	<ul style="list-style-type: none"> ● Travel is required as part of this role; willingness and ability to travel mainly, but not exclusively, in Europe, and occasional travel at weekends or bank holidays.