



Job Description: EAPC Congress Officer  
Accountable to: Chief Executive Officer  
Reporting to: EAPC Operations Manager

Background:

The European Association for Palliative Care (EAPC) is the leading palliative care organisation in Europe. The EAPC aims to advance, influence, promote and develop palliative care throughout Europe and beyond. Through our significant European network, we raise awareness about palliative care and the value and benefits it can have for individuals, healthcare services and communities.

EAPC host a world congress every year in a different European city and this post-holder will coordinate all congress related activities. There are several committees involved in the congress planning and so coordination and communication are important. The role requires impeccable organisational skills, excellent communication skills and an aptitude for team working. European travel will be part of this role.

Role and Function:

Reporting to the EAPC Operations Manager and working as a member of the head office team the post-holder will focus on:

**The administration, organisation, and coordination of the annual EAPC Congress.**

The congress officer post is an integral part of the EAPC head office team. As part of this role, the post holder will work with our members, stakeholders, Professional Conference Organisers (PCO), our abstract management Service provider, and the journal responsible for publishing our abstract book.

Key Responsibilities:

Congress Organisation

- Be the primary point of contact for all EAPC congress related activities, ensuring seamless coordination and communication among the internal team and external partners, and with congress speakers/presenters, sponsors and delegates.
- Provide administrative support to the scientific committee to develop the scientific programme.
- Liaise with the professional congress organiser to ensure congress logistics are planned and implemented effectively.
- Oversee post-congress evaluation to identify areas for improvement and inform future congress planning.



Additional responsibilities:

- Provide support to the EAPC Operations Manager
- Liaise and engage with key external stakeholders.
- Be available to attend EAPC congresses

**To perform such other duties, appropriate to the post as may be assigned from time to time by the EAPC Operations Manager**

Specifications

Factors	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Proven experience of successful event management.</li> <li>• Experience in coordinating and managing work across multiple agencies.</li> <li>• Experience of effective communication with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.</li> <li>• Proven record of delivery and innovation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in conference management.</li> <li>• Experience in hospitality sector.</li> <li>• Experience in project management.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Qualification in event/project management or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality/Customer service training.</li> <li>• Degree qualification in project/event management.</li> </ul>
Core competencies	<ul style="list-style-type: none"> <li>• Excellent, clear, and concise verbal and written communication skills.</li> <li>• Excellent organisational, interpersonal, and administrative skills.</li> <li>• Strong project management skills</li> <li>• Able to speak, read, and write fluently in English.</li> <li>• Able to work effectively in a team.</li> <li>• Adaptable and flexible work approach.</li> <li>• Strong IT skills</li> <li>• Ability to work remotely.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective in providing exceptional customer service.</li> <li>• Skills in working with online abstract management/congress scheduling platforms.</li> </ul>



Conditions of appointment:

Work base: The post-holder must be resident and eligible to register, work and pay taxes in Belgium. The post holder will work remotely (from their home) and will be expected to travel internationally.

Salary scale: The post is at EAPC Grade 3 (€30,000 - €40,000 pro rata). Salary will be dependent on experience.

Holidays: 27 days per year (pro rata)

Health: A candidate for and any person holding office must be free from any medical condition that would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service

Contractual hours:

Full or part time working will be considered.  
Given the nature of the post details of starting and finishing times may vary in accordance with the needs of the EAPC. There will be times when you will be required to work outside of normal office hours.

Probation: The person shall be on probation for a period of six months, or a longer period may be determined

Resignation: The post holder must give one months' notice in writing, of intention to resign from the post

Expenses: All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the EAPC.

**All other terms and conditions will be in line with the policies of the EAPC.**