European Society of Endocrinology

The voice for endocrinology

Job title:	**Event Manager**
Reports to:	Event Operations Manager
Working hours and location:	35 hours per week (full time) 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:

- To ensure successful operational delivery, taking full end-to-end responsibility, with minimal supervision for allocated ESE events under the direction of the Event Operations Manager. These events will be in-person, hybrid or virtual and sit within either the educational, scientific, clinical or patient related activities designed according to ESE's strategy and values.
- To support the delivery of ECE with allocated tasks and responsibilities as identified by the Events Operations Manager, including supporting the Programme Organising Committee (POC) and Congress Committee.
- To support Events Lead when required with the successful delivery of all contracted activities of ESE's sponsors and exhibitors at the Society's annual Congress, the European Congress of Endocrinology (ECE).
- To use best efforts to ensure that the projected financial outcomes for all allocated events are successfully delivered, and to work alongside the Events Operations Manager to develop event budgets for approval.
- To ensure that all activities under the Event Manager's remit are delivered to an excellent standard, and in line with ESE's strategy.

Date:	November 2026

Key responsibilities

Strategic:

- Support the development of new and existing events as required.
- Review post-event analysis of allocated events and make suggestions for future improvements for the Events Operations Manager to take to relevant Committees.
- Support the Events Operations Manager as required in supporting the Congress Committee and Programme Organising Committees.
- Support the Events Operations Manager with ECE in identifying improvements for future editions.
- Keep up to date with developments in the events sector, proposing and, where appropriate, implementing developments relevant for ESE.
- Build strong relationships with sponsors and exhibitors to support future engagement.
- To work with the Strategic Partnerships Manager in identifying new opportunities for sponsorship at ESE's events.
- Develop relationships with all ESE suppliers in relation to the delivery of ESE events. Support the Events Operations Manager in identifying new processes and efficiencies (potentially new suppliers) to support the ESE Events Team

Operational:

- Take ownership of delivery of allocated events and webinars within remit, under the direction of the Event Operations Manager.
- Take full responsibility for creating and providing documents to delegates, speakers and all attendees attending the events to ensure everyone has the correct information.

- Take full responsibility for other logistical aspects when required with third party suppliers, e.g. flights, travel, venue, social venues, CME applications, issuing certificates.
- Monitor the event inboxes as requested by the Event Operations Manager and respond to daily queries from event delegates/faculty, sponsors and exhibitors ensuring appropriate support is provided in a timely manner before, during and after events.
- Provide support, where required, to other ESE Events and event team members that are not directly under your responsibility.
- Support and cover for the Events Sponsorship and Exhibition Lead managing the sponsorship and exhibition at ECE, assisting with tasks as required, responding to daily queries from sponsors and exhibitors before, during and after the Congress, ensuring appropriate support is provided in a timely manner.
- Work with the Strategic Partnerships Manager when required in ensuring all contracted items for ESE Events are delivered and identifying new opportunities for sponsorship at ESE's events.
- Work with other ESE teams to secure, deliver and report outcomes for events (e.g. Marketing, Strategic Partnerships, Scientific Programmes, Finance, Membership, Governance).
- Use all ESE event-related systems (training provided) to provide relevant support to delegates, speakers, and industry sponsors. Identify opportunities to improve efficiencies and share with the Team.
- Develop a good working relationship with the Professional Congress Organiser to ensure relevant aspects of the event (ECE Congress only) are delivered successfully.
- Assist the Event Operations Manager when required with the project management of ECE and related or allocated activities.
- Support the Scientific Programmes team working with relevant Committees, where necessary, with the creation of programme content for educational events.
- Attend and run allocated events both in-person and online and take full responsibility onsite, including crisis management. Attend site visits and other meetings as required.
- Create and execute, as required, Event Crisis Management plans and risk assessments for all allocated events.
- Develop a good understanding of industry compliance, regulations and CME compliance in the medical sector.
- When required support the Event Operations Manager with running the Programme Organising Committee meetings to develop the scientific programme for ECE. Support the Scientific Programmes team working with relevant Committees where necessary with the creation of programme content for educational events and ensure speaker invitations are sent in a timely manner.

Financial:

- Use best efforts to ensure that the projected financial outcomes for all allocated events are successfully delivered, create event budgets for approval, supporting the Events Operations Manager.
- Raise invoice requisitions for contracted activities (sponsorship and exhibition), including ECE when required.
- Support the Event Operations Manager in financial processes and invoicing. Ensure VAT is set up correctly in the registration system.
- Monitor and track costs and income on events budgets closely and highlight any large differences as soon as possible to the Event Operations Manager.

Skills and experience

Experience

- Relevant experience of working in a medical events-focussed role, preferably within an association.
- Experience of managing large events and large budgets.
- A demonstrated aptitude for learning and using bespoke technical systems (training provided).
- Experience of working in a pharmaceutical or medical-related area is desirable.
- A methodical and disciplined approach to processes and timelines.

Personal

- Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders.
- A highly organised individual with the ability to forward plan and handle multiple projects.
- Ability to remain calm under pressure.
- Be highly organised and able to plan, prioritise and deliver all tasks.
- Be a strong relationship builder.
- Have excellent attention to detail.
- Strong interpersonal and communications skills, written and verbal.
- Be customer-focused in the delivery of all services and support.
- Be able to collaborate with a team of various disciplines or work independently as required.
- Be enthusiastic, positive and proactive.
- Have the ability to think ahead – anticipate and solve day to day problems before they arise.
- Good team player and be able to be resilient under pressure.
- Languages preferred but not essential.

Other relevant requirements

- Flexibility to work outside of office hours if needed.
- Travel is an essential part of this role; willingness and ability to travel mainly, but not exclusively, in Europe, is required and occasional travel at weekends or bank holidays.