

Association Management Officer (hybrid)



Association Management Officer 100% (hybrid)

EFORT, the European Federation of National Associations of Orthopaedics and Traumatology, is the platform organisation linking Europe's national orthopaedic associations. Its aims reflect the will to promote the exchange of scientific knowledge and experience in the field of prevention and both the conservative and surgical treatment of diseases and injuries concerning the musculoskeletal system.

Our purpose is to work on behalf of the European Orthopaedic and Traumatology Community to restore and secure mobility, musculoskeletal health and through this, quality of life.

Strategic pillars are *Education* and how to meet modern educational needs, becoming the platform and voice for discussion and promotion in *European Affairs* related to Orthopaedics and Traumatology, *Safe Clinical Practice* and *Research & Innovation*.

To lead the growth and understand the O&T community, EFORT has instated since several years an association management segment with the aim to service medical not-for-profit societies within Orthopaedics & Traumatology to manage and develop a range of activities and educational initiatives.

Following the departure of the current incumbent, we are now looking for full time Association Management Officer to start immediately.

Main Function:

The responsibilities of this position focusses on the management of two specialty societies active in the field of Paediatrics and Bone Diseases within Orthopaedics & Traumatology, both part of the EFORT community network. Governance, Education, Membership are the key areas to support.

The candidate will work directly with the leadership and volunteers of the respective societies whilst managing the administrative tasks. She/he will be an employee of EFORT and report to the CEO and HR - Corporate Governance & Membership Services Manager.

Key responsibilities:

Governance:

- Prepare and follow detailed workplan in line with the strategic plan
- Implement, and revise general regulations, statutes, bylaws
- Guidance on complex governance issues
- Plan, organise and keep records (e.g. minutes) for every governing meeting, including the annual General Assembly
- Coordinate onsite societies' meetings during respective annual congresses
- Deliver adequate data/material for other departments to report appropriately (e.g. finances)

Education:

- Organise and/or coordinate activities related to fellowship programmes, educational grants, and scientific journals

Membership:

- Manage the membership processes (from new applications to subscription renewals)
- Handling of payments through in-house software
- Member support, metrics and monitoring

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Administrative support will be required for each of the outlined areas with services such as phone queries, post & mailings, managing providers, meeting logistics.

Requirements:

This is an opportunity for a person with a solid track record in working for the not-for-profit sector, ideally for scientific & healthcare associations. The successful candidate will have the ability to build effective working relationships with stakeholders and international bodies. She/he perfectly understands what volunteering entails when you are an Executive/Board member of a scientific society. Experience in event management is an advantage.

Education

- Bachelor's degree in business administration, international relations, or law or equivalent
- Excellent English both written & spoken (other European language an asset)
- Computer literacy (MS Outlook, in-house event/membership/project management software, project management tool, zoom, teams)

You are:

- A pragmatic self-starter and solution-oriented person working with discretion & diplomacy
- You know the opportunities & challenges to work within a small team
- A multitasker and have strong organisational skills
- You know how to handle strict deadlines
- You grasp general issues related to corporate law (e.g. association law, contract law, GDPR, Logo/IP management & protection)
- You have a high-level sense for commercial financial matters
- Interested in trends in digital communication
- Available immediately
- Open to occasional travel when required

We offer a modern and flexible working environment including work-from-home options.

If you are interested in joining our team, please send your application documents incl. motivation letter and resumé to HR@efort.org.

At EFORT, we focus on building an inclusive culture that encourages and supports the voice of our staff members. As a small team of talents, equal opportunity is a priority and we promote the professional integration and activity of people coming from diverse backgrounds.