



Job offer: Project Manager – Education & ECP

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The European Psychiatric Association (EPA):

The European Psychiatric Association is the largest international association of psychiatrists in Europe, with active members in 88 countries. It includes leading experts covering the interests of psychiatrists in academia and in practice. The EPA deals with psychiatry and its specialised disciplines, focuses on the improvement of care for the mentally ill and on the development of professional excellence. The EPA represents individual members, as well as 44 National Psychiatric Associations across Europe. Its main activity is the organisation of scientific events, in particular the European Congress of Psychiatry once a year in a European city.

We have a vacancy for a dynamic, innovative, and well-organised Project Manager, who will be in charge of further developing the EPA activities in the field of continuous education and career development programmes, with a specific focus on online learning and career development content. The role includes daily contacts with members (psychiatrists) from across Europe belonging to EPA's governance, different thematic committees, and the administrative team working in Strasbourg and Brussels.

Main duties and responsibilities include:

1. Project Management of activities

- Prepare work plans, and evaluate EPA current and proposed projects with input and supervision of the EPA Executive Director and the respective Committee Chairs
- Implement EPA current and future projects, in particular with regard to the EPA Online Educational Programme:
 - Definition of the objectives, format, needs, budget, etc. of each EPA e-learning course (online platform, online courses, etc.)
 - Oversight of technical / legal needs for the implementation of the activities
 - Implementation and monitoring of e-learning and general educational activities
- Organise various additional activities throughout the year in line with each Committee's programme of activities and annual budget: Summer School, Leadership Academy, Exchange programme, surveys, webinars, etc.
- Explore, contact, and send RFPs for potential partners and third-party providers
- Develop, manage and monitor project budgets and expenses, in close collaboration with the EPA Executive Director and Director of Finance & Operations
- Identify external sources of funding (European institutions; industry sponsors, etc.) for EPA activities, and work with the Executive Director to draft applications when relevant

2. Communications

- Prepare communication and ensure implementation of plans for the promotion of ongoing activities
- Update the EPA website (and, if appropriate the EPA e-learning platform) according to the current and ongoing activities



3. Administrative support to EPA Committees

Education & Early Career Psychiatrists (ECP)

- Organise meetings and teleconferences of the two Committees and their task forces: prepare agendas, documents, presentations, minutes, etc.
- Ensure arrangements related to meeting logistics (hotel reservations, catering, etc.), and follow up as necessary
- Ensure internal communication between Committees / Task forces / EPA Offices

4. Support for the EPA Annual Congress

- Supervise the work related to the preparations of the dedicated ECP scientific programme at the Congress
- Liaise with the Education Committee and the Professional Congress Organiser for the organisation of the EPA Courses taking place at the Congress (selection process, onsite organisation and peer-review, data analysis following the Congress)

Profile:

- University degree in communications, project management, business administration or related disciplines
- At least 3 years of experience in project management (ideally in the academic, scientific, or non-profit field)
- Excellent communication skills in English (fluent oral and written), with proven ability to write clearly and concisely with professional fluency
- Working knowledge of French required, other languages a plus
- Project management mindset and excellent organisational skills: ability to take initiative, multi-task, prioritise and work under set deadlines or under pressure, flexible
- Strong collaborative skills: team-oriented, able to work with diverse and demanding groups of people
- At ease in multicultural and remote environments
- Full command of Microsoft Office/365 software (Word, PowerPoint, Excel, Teams, Outlook, etc.)
- Comprehensive IT skills, including experience with online content and project management and design tools (e.g., WordPress, Moodle, CRMs, etc.) .
- Familiarity with digital technologies, with a hands-on, problem-solving approach
- Additional assets:
 - Knowledge of and experience with association and international environments

Working conditions:

- Start ASAP
- Full time – open ended contract
- Based at the EPA Administrative Office in Strasbourg, France or the EPA Office in Brussels, Belgium (partial teleworking possible in either location under set conditions)
- Some travel in Europe, sometimes during weekends
- Small and dynamic multi-cultural team
- Remuneration and additional benefits to be discussed during interview, depending on experience



Please note:

Candidates should have authorisation to work in France or Belgium.

Interviews will take place in person in Strasbourg or Brussels, or virtually, in the first two weeks of February.

Written and oral fluency in English is a requirement; please do not apply if you are not fluent in English

Contact:

Please send your **CV and motivation letter in English** at jobs@europsy.net [REF: EPA – PM Education & ECP 2025] **by 23:59 CET on 26 January 2025.**

For more information on the EPA: <http://www.europsy.net>.