

WindEurope (formerly EWEA, the European Wind Energy Association) is the voice of the wind industry - actively promoting wind power on behalf of member organizations in Europe and worldwide. Our resources are focused on policy activities, lobbying and supporting our members. windeurope.org

The main purpose of the two Conference Programme Manager positions is to be responsible for managing the programme content of all WindEurope events (e.g. conferences at large events, workshops, debates and public events)

The Conference Programme Managers work together on each event and are responsible for producing high-quality programmes / sessions as well as content for event materials (e.g. printed and online programmes)

Main Responsibilities:

Large events: planning of conference programmes	<ul style="list-style-type: none"> • Collect input from management, colleagues in the policy division, Board, Working Groups / Task Forces in timely fashion; • Provide events team with high-quality input for printed programme and posters in timely fashion; • Provide marketing team with informative input in time for outgoing communications and website content.
Large events: develop content of conference programmes	<ul style="list-style-type: none"> • Manage the setup and preparation of high-level plenary sessions, including writing, sending and following up invitations, and briefing confirmed speakers/moderators; • Liaise with and brief senior management as required regarding content and speakers; • Manage thorough abstract review process; • Plan, draft and execute adequate and timely communications from the conference secretariat to reviewers, topic leaders, session chairs and presenters via email and through portals; • Align session content with general WindEurope objectives; • Ensure proper coordination with the European Academy of Wind Energy – EAWC for scientific review during annual event programme development.
Large events: conference onsite delivery	<ul style="list-style-type: none"> • Ensure smooth running of sessions; • Make sure speakers and chairs are briefed properly, preparing briefing documents and delivering briefings as necessary; • Ensure smooth coordination with onsite providers (e.g. room supervisors, hostesses, AV/IT provider, interpreters) and make sure they receive adequate information in case of last minute changes to the programme.
Technology Workshops: project management	<ul style="list-style-type: none"> • Project manage a technology workshop, ensuring smooth coordination with the other Conference Programme Manager who will lead programme development of the same workshop; • Liaise with other teams during preparation and onsite.

Technology Workshops: lead programme development	<ul style="list-style-type: none"> • Lead programme development a technology workshops, setting up call for abstracts, overseeing review programme committee work, running programme meeting and overseeing session development; • Liaise with other Conference Programme Manager who will project manage the workshop.
Technology Workshops: reach budget objectives	<ul style="list-style-type: none"> • Together with other Conference Programme Manager ensure that cost and revenue targets are met.
EU project, policy and other events	<ul style="list-style-type: none"> • Advise on and take part in programme development; • Coordinate / project manage the event if requested to do so; • If necessary attend event and provide onsite support.
Future event planning	<ul style="list-style-type: none"> • Provide input into planning of future events as required.

Required Qualifications:

Experience:

3-5 years relevant experience as conference / programme manager is preferred. Previous experience of the energy sector and/or membership-based organisations is an advantage.

Education:

Degree or relevant work experience.

Personal skills:

- Excellent interpersonal communication skills (internally and externally)
- Resistant to stress
- Able to deliver under highly time-constrained situations
- Discretion
- Proactive and flexible
- Open to change and to take up challenges
- Able to have both a helicopter view and an attention to detail
- Project management skills
- Skilled user of MS Office applications (MS Word, Excel, PowerPoint)

Language skills:

Excellent written and spoken English

All other languages are an asset

Offer:

- Competitive package
- Challenging, international and enthusiastic environment
- An opportunity to learn more about the wind energy sector while gaining working experience in a dynamic organisation.

To apply, please send your CV and a cover letter by **20th February 2017** to jobs@windeurope.org with reference code: **WindEurope/2017/02**

Note: only short-listed candidates will be contacted after the deadline.