VACANCY ANNOUNCEMENT

GUIDELINES PROGRAMME MANAGER

ESTRO
European SocieTy for Radiotherapy & Oncology

POSITION UNIT **Science Unit**	**REPORTING TO** **Senior Manager, Science Unit**	**LOCATION** **Brussels, Belgium (Relocation welcome)**
CONTRACT TYPE **Full-time (Belgian Law)**	**START DATE** **As soon as possible / Q1 2027**	**APPLICATION STATUS** **Rolling Basis**

ABOUT ESTRO

Founded in 1980, **ESTRO** is a non-profit scientific organisation that fosters the role of radiation oncology to improve patient care in the multimodality treatment of cancer. With over 11,000 members worldwide, ESTRO supports radiation oncologists, medical physicists, radiobiologists, and radiation therapists. ***"Radiation oncology. Optimal health for all, together"*** is the ESTRO vision.

ESTRO guidelines set the standard of care in radiation oncology. Developed by multidisciplinary expert groups under the remit of the ESTRO Guidelines Committee, they are published primarily in ESTRO journals.

THE ROLE

The **Guidelines Programme Manager** is responsible for the operational and strategic management of the ESTRO Guidelines Programme. Working closely with the Guidelines Committee, volunteer experts, and partner organisations, the manager ensures the efficient planning, coordination, delivery, and dissemination of ESTRO guideline initiatives. As the programme grows, the role is expected to supervise additional support staff.

KEY RESPONSIBILITIES

PROGRAMME MANAGEMENT & GOVERNANCE

- Oversee the ESTRO guidelines portfolio from checklist submission to publication.
- Monitor project progress, milestones, deliverables, and risks across projects.
- Serve as primary operational contact for the Guidelines Committee & Sub-Groups.
- Organise meetings, prepare agendas, briefing notes, minutes, and monitor follow-ups.

DEVELOPMENT & COORDINATION

- Coordinate all stages of guideline development for select joint projects.
- Facilitate communication between multidisciplinary author groups and partners.
- Monitor compliance with SOP methodology and manage conflict-of-interest declarations.
- Manage external peer review, endorsement, and public consultation processes.

YOUR PROFILE

ESSENTIAL REQUIREMENTS

- **Master's degree** in life sciences, healthcare, public health, health policy, or scientific management.
- **Hands-on experience** in at least one clinical practice guideline development process (key selection criterion).
- **5+ years** project management experience within a scientific, medical, or healthcare organization.
- Experience supporting scientific committees & multi-stakeholder projects.
- Fluency in **English** (working language of the Society).

DESIRABLE / ADVANTAGES

- Experience in scientific publishing.
- Background in international, volunteer-driven organizations.
- Additional languages are considered an asset.

CORE COMPETENCIES & VALUES

- Strong organizational abilities, analytical problem-solving, and detail orientation.
- Diplomatic, collaborative, consensus-builder with senior scientific leaders.
- Proficient in Microsoft Office and modern project management software.
- Alignment with ESTRO values: *Respect, Responsibility, Collaboration, Service*.

DISSEMINATION & STRATEGY

- Coordinate publication in ESTRO journals and promote via digital platforms.
- Liaise with governance bodies to integrate guidelines into FALCON workshops and congresses.
- Prepare reporting KPIs for the Scientific Council and Board.
- Prepare and monitor Guidelines Programme & Committee budgets.

HOW TO APPLY

Please send your CV and cover letter in English to **recruitment@estro.org** with the subject line "**Guidelines Programme Manager**".

Applications are reviewed on a rolling basis. Suitable candidates will be invited for interview upon receipt; early submission is encouraged. ESTRO values diversity and welcomes applications from all qualified candidates.