VACANCY ANNOUNCEMENT

GOVERNANCE COORDINATOR, COMMITTEES

ESTRO
European SocieTy for Radiotherapy & Oncology

POSITION UNIT **Governance, Executive Office**	**REPORTING TO** **Committees Manager**	**LOCATION** **Brussels, Belgium (Relocation welcome)**
CONTRACT TYPE **Full-time (Belgian Law)**	**START DATE** **As soon as possible / Q1 2027**	**APPLICATION STATUS** **Reviewed on a 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 in and outside Europe, ESTRO supports all radiation oncology professionals in their daily practice. ***"Radiation oncology. Optimal health for all, together"*** is the ESTRO vision.

THE ROLE

ESTRO is creating a Governance unit in its Executive Office to give consistent, professional support to the Board, committees, and focus groups. As **Governance Coordinator, Committees**, you will run the day-to-day secretariat for a portfolio of up to four committees. You will be the primary point of contact for Chairs and members, ensuring meetings are well prepared, decisions recorded and followed up, and records kept accurate. You will work closely with the Committees Manager, Governance colleagues, Council secretariats, Programme Delivery, and Society Services.

KEY RESPONSIBILITIES

COMMITTEE SECRETARIAT

- Act as the first office contact for portfolio committees and Chairs/Vice-Chairs.
- Plan meetings (virtual and in-person); prepare agendas & briefing materials.
- Draft and distribute minutes, action lists, and monitor decision follow-up.
- Flag delays or issues early to the Chair and Committees Manager.

GOVERNANCE & VOLUNTEER CYCLE

- Apply terms of reference, terms of office, and conflict-of-interest declarations.
- Prepare open calls, nominations, appointments, and onboard new members.
- Maintain accurate committee memberships, decision logs, and CRM records.

WORK PLANS, COORDINATION & BUDGET

- Support Chairs in preparing annual work plans and activity reports.
- Hand over committee-led events/courses to Programme Delivery.
- Liaise with Council secretariats and coordinate with Marketing, Membership & Services.
- Monitor committee budgets, expenditure, and volunteer travel reimbursements.

SUCCESS AFTER YEAR 1

- Committees meet on a clear calendar with prompt papers and minutes.
- Appointments/renewals happen on time with smooth onboarding.
- Chairs rate support as reliable, proactive, and consistent.

YOUR PROFILE

ESSENTIAL REQUIREMENTS

- **Bachelor's or Master's degree**, or equivalent professional experience.
- **3+ years' experience** in governance, committee support, volunteer relations, project coordination, or association management.
- Proven track record working with volunteers/committees (ideally in a member-based or international organization).
- **Fluency in English** with excellent drafting skills for minutes and summaries.
- Proficiency in Microsoft 365 and virtual meeting platforms.

DESIRABLE / ADVANTAGES

- Experience in a scientific society or medical/healthcare association.
- Experience with CRM or association management systems.
- Knowledge of French, Dutch, or another European language.

PERSONAL ATTRIBUTES & VALUES

- Strong organization, detail orientation, and multi-tasking skills.
- Diplomatic and credible with senior physicians and scientists.
- Discreet, proactive, collaborative, and service-oriented.
- Committed to ESTRO values: *Respect, Responsibility, Collaboration, Service*.

WHAT WE OFFER

- Key role at the center of a leading international scientific society.
- Opportunity to shape processes within a newly created Executive Office unit.
- Competitive salary & package (meal vouchers, pension, health insurance, remote allowance).
- Friendly, international team in central Brussels with development opportunities.

HOW TO APPLY

Please send your CV and cover letter in English to **recruitment@estro.org** with the subject line "**Governance Coordinator, Committees**".

Applications are reviewed on a rolling basis; early application is encouraged. ESTRO values diversity and welcomes applications from all qualified candidates.