

## POSITION DESCRIPTION

<b>Position title:</b>	Senior scientific programme coordinator
<b>Reports to:</b>	Tracy Bury, deputy CEO
<b>Hours:</b>	25 hours per week [3.5 days with ability to work flexibly across the week]
<b>Location:</b>	Unit 17 Empire Square London SE1 4NA  Home based or London office option.  Available to travel to London office as necessary is required.  International travel at the time of the congress to support its delivery.
<b>Term:</b>	Fixed term contract January 2022 – end of June 2023  We are open to a freelance contract for those not based in the UK, but a contractor must be able to operate to UK time, with flexibility to accommodate international meeting needs.
<b>Date position description completed:</b>	July 2021
<b>Salary</b>	£35-38k dependent on experience

### Description of the position:

You will manage the systems and processes required for the World Physiotherapy Congress 2023 scientific programme. This will include abstract management systems, abstract review, creation and delivery of session invitations/notifications and speaker management.

The senior scientific programme coordinator is the first point of call for the congress presenters, providing information and support to them throughout the development of the programme and during the event, plus follow-up.

The senior scientific programme coordinator will work closely with the deputy CEO, senior professional adviser, and IT and data manager to deliver the scientific programme for the congress. In addition, they will liaise with the congress manager to ensure both onsite and online logistics are in place for the congress event days.

The successful candidate will have experience within the scientific meetings and/or association meeting sector for both in-person and online events.

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You love working for a growing, values-driven organisation where you can think strategically and operationalise your ideas. You thrive in a dynamic, international team where you can harness creative ideas and translate them into workable plans. You'll be excited to be joining the team delivering an award winning congress.

## About us

World Physiotherapy is an international professional association representing the physiotherapy profession. Founded in 1951, it is a UK Registered Charity (previously known as the World Confederation for Physical Therapy) and its members are 125 national physiotherapy associations. World Physiotherapy aims to:

- unite the profession internationally
- represent physiotherapy and physiotherapists internationally
- promote high standards of physiotherapy practice, education and research
- facilitate communication and information exchange among member organisations, regions, subgroups and their members
- collaborate with national and international organisations
- contribute to the improvement of global health.

## About the World Physiotherapy congress

The World Physiotherapy biennial congress is the largest international meeting of physiotherapists and is the primary international forum for the reporting of physiotherapy research and innovations. Depending on the location, and if the timing coincides with World Physiotherapy's quadrennial general meeting, it usually attracts between 2,000-5,000 participants. It includes a three-day multi-track scientific programme and trade show.

World Physiotherapy is responsible and accountable for all aspects of the congress organisation and management. This includes the scientific programme, exhibition, registration and the associated operational logistics, including management and approval of the budget and all contracts with suppliers.

Physiotherapists do not earn the same as medical doctors and many self-fund to attend conferences. Our attendees are truly international and attend from over 120 countries. Therefore, it is important to use event technology that is as accessible as possible.

The next World Physiotherapy congress will take place in Tokyo, Japan, 1-4 June 2023.

## Office environment

World Physiotherapy operates with a staff team of 15 people. The international nature of the organisation means that much of our work and communication with member organisations is conducted by email and videoconference. Staff frequently work off site and on a day-to-day basis there are usually five-six people in the office.

Staff communicate by email, telephone, and videoconference, as well as regular project-based team calls and face to face meetings. By necessity, all individuals working with World Physiotherapy must be able to work independently and take the initiative to stay up-to-date on World Physiotherapy's activities, seeking further information when/if required.

## Diversity and inclusion

World Physiotherapy is committed to best practice in equity, diversity and inclusion, and to fostering an inclusive environment that reflects the membership it represents. Throughout its recruitment process, it seeks to ensure that all applicants are judged on their suitability for the post alone and that there is no unfair bias.

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## Equal Opportunities Statement

As part of its recruitment policy, World Physiotherapy intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

## Team values

A commitment to the team values of trust, diversity and inclusion, collaboration, flexibility, care and support, and integrity is required of all staff.

## Duties and key responsibilities

### 1. Project management

- 1.1. Manage all scientific programme tasks, using our project management system (Teamwork).
- 1.2. Ensure that all related activities involving other team members and external suppliers are coordinated through excellent communication to make sure dependencies do not delay the project.

### 2. Abstract mentoring: support the senior professional adviser to deliver the abstract mentoring programme

- 2.1. Create invitations and surveys for abstract mentors.
- 2.2. Create instructions and provide administrative support for abstract mentor coordinators.
- 2.3. Provide reports of abstract mentoring statistics, including mapping abstract mentoring to abstract submissions and acceptances.

### 3. Abstract submission and review management (focused symposia, abstracts, courses)

- 3.1. Configure and manage multiple abstract submission systems:
  - 3.1.1. Work with the abstract management system provider, deputy CEO, senior professional adviser, and IT and data manager to lead on the configuration of the abstract submission and review systems.
  - 3.1.2. Provide support to abstract submitters, and send out submission reminders.
  - 3.1.3. Configure and produce abstract submission reports, including logging abstract submission figures monthly and weekly.
- 3.2. Abstract review process management:
  - 3.2.1. Configure and manage multiple abstract review systems.
  - 3.2.2. Manage the recruitment of abstract reviewers.
  - 3.2.3. Manage allocation of abstracts to reviewers, develop and send abstract review instructions and reminders.
  - 3.2.4. Develop and send abstract acceptance and reject notices.
  - 3.2.5. Configure abstract system to manage speaker confirmation process.
- 3.3. Abstract presenter confirmation:

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3.3.1. Ensure all abstract presenters are confirmed with appropriate details collected.

3.4. Abstract awards:

3.4.1. Manage the recruitment of abstract award judges.

3.4.2. Configure and manage the abstract award judging system.

3.4.3. Oversee the allocation of abstracts to judges.

3.4.4. Act as the first point of contact for abstract award judges: sending out information and reminders throughout the judging process.

#### **4. Programme administration**

4.1. Manage all programme sessions.

4.2. Manage recruitment and assignment of chairs.

4.3. Ensure there are no scheduling conflicts.

4.4. Manage invites for speakers in non-abstract sessions.

4.5. Manage the speaker confirmation process for all non-abstract sessions.

4.6. Manage multiple scientific programme mailboxes.

#### **5. Presenter support**

5.1. Respond to presenter, chair and moderator enquiries.

5.2. Work with the programmes and communications teams to create invitations to present, reminders, and session communications.

5.3. Manage session guidelines for presenters.

5.4. Schedule and manage session rehearsals.

5.5. Manage certificates of presentation.

#### **6. Pre and post congress courses**

6.1. Send out communications, reminders, and information for course providers.

6.2. Create course materials as required.

#### **7. Onsite/online programme delivery**

7.1. Contribute ideas of new technologies, solutions, and session formats with a view to enhancing interactivity and ensuring outstanding participant experience both on- and offline.

7.2. Scientific programme room/stream audio visual management:

7.2.1. Develop and manage the RfP for AV supplier(s) as required for onsite and online needs, and manage ongoing contract.

7.2.2. Manage the contracted AV consultant to ensure AV floorplans are created and approved.

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- 7.2.3. Liaise with the congress manager to ensure scientific programme signage requirements are confirmed.
  - 7.3. Presentation management service (PMS):
    - 7.3.1. Manage the RfP process for a PMS provider.
    - 7.3.2. Manage PMS provider contract.
    - 7.3.3. Configure PMS upload system.
  - 7.4. ePoster system:
    - 7.4.1. Manage the RfP process for an ePoster provider.
    - 7.4.2. Manage the ePoster provider contract.
    - 7.4.3. Configure ePoster upload system.
  - 7.5. Speaker service centre:
    - 7.5.1. Work with the congress manager and PMS provider to configure requirements for speaker service centre.
  - 7.6. Confirm volunteer requirements for scientific programme delivery, for example, room monitors.

**Note:** as the format of the congress in 2023 has not been confirmed with reference to the in-person and digital offering some elements of the above are subject to change.

## Attributes

The post requires:

- experience of working with scientific programme and abstract management systems
- advanced programme/complex project management skills
- the ability to quickly learn and adapt to unfamiliar IT systems independently or in formal training
- advanced computer literacy skills and competency with Word, Excel, Outlook and PowerPoint
- strong communication skills (in a cross cultural/professional environment)
- the ability to multi-task, prioritise and manage own workloads
- the initiative to identify new ways in which the skills of the senior scientific programme coordinator can bring added value and efficiency to the scientific programme systems and processes
- cultural awareness and sensitivity
- tact and discretion for dealing with confidential information
- proficiency in English, native language or C2 minimum

It is expected that the person appointed will have:

- a minimum of four years in a relevant work environment
- demonstrable ability to organise and prioritise own workload effectively
- experience gained working with teams and individuals across time zones internationally

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- delivered a variety of congress content, particularly in medical/scientific association events
  - report creation and data managements skills

It is expected that the person appointed will be:

- personable and approachable
- efficient and well organised with attention to detail
- diplomatic
- collaborative and team orientated
- culturally aware and sensitive to diverse needs

It would be helpful if the person appointed had:

- experience of working in a small team environment