

ECNP Scientific Co-ordinator

27 July 2021

ECNP is looking for a master's or PhD graduate in a relevant area of the brain sciences to join its team of 17 in Utrecht as a permanent employee.

The scientific co-ordinator will be the primary science resource in the ECNP Office, responsible for overseeing the Office's science-related functions, as well as providing input on ECNP's scientific activities and strategy generally.

The role would ideally suit someone with a strong academic background in brain science (clinical or pre-clinical), and an interest in applying their knowledge and experience to the challenges of scientific education and communication.

The ability to operate in a team environment, to work independently, to function in a deadline-oriented environment, and to liaise with stakeholders in the larger ECNP community is a must.

Specific tasks include:

ECNP Networks

- Support the chair and Networks co-ordinator in the management of the programme, including the day-to-day administration (scheduling conference calls, liaising with Networks leaders about meeting design, managing invitations, making the minutes, etc.)
- Monitor the EU funding landscape, including upcoming grant calls, consultation processes, etc.
- Work with the chair and Networks co-ordinator to identify opportunities and investment needs and to develop and implement the long-term the Networks strategy.
- Oversee the Networks communication strategy, especially the Networks website.

EU Projects

- Manage the compliance and deliverable scheduling of EU projects, maintaining in particular close oversight of all deadlines.
- Help to liaise with project teams to translate scientific milestones into disseminatable communications.

Scientific Programming

- Provide support for the ECNP Congress programme administration.
- Provide input and advice on Congress speaker selection, symposium design, and new session development.
- Assist with biographical updates and titling.
- Provide input and advice, as applicable, on ECNP educational programmes and early career scientist activities.

Content generation and support

- Develop reports of ECNP meetings for publication in the ECNP journal and summaries for external communication.
- Advise on the development of ECNP's digital learning strategy, as applicable.

The position is full-time (36 hours), though part-time (32 hours) is also possible, and permanent. Some willingness to travel – especially to the annual ECNP Congress – is essential.

ECNP offers a competitive salary and benefits. Membership of ECNP is not a requirement.

Applications should be sent to Dr Alexander Schubert, Executive Director, at secretariat@ecnp.eu by 8 August 2021.

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ECNP is an independent scientific association whose mission is to advance the science of the brain, promote better treatment and enhance brain health. The annual ECNP Congress attracts some 5,500 scientists and clinicians from across the world to discuss the latest advances in brain research in Europe's largest meeting on brain science. More information about ECNP, its aims and activities, can be found at www.ecnp.eu.