

## Are you looking for a meaningful job with future prospects?



The European Association of Tissue and Cell Banks (EATCB) is a not-for-profit scientific association with about 180 members from 30 countries worldwide and is administrated with its office in Hannover (c/o DGFG, Feodor-Lynen-Str. 21, 30625 Hannover, Germany)

EATCB aims at supporting and promoting science, research and teaching in the field of tissue and cell banking and in related sciences internationally and especially in Europe.

The association is also assisting competent authorities and other regulatory bodies in the implementation of new or revised laws, guidelines and directives on a national, European and/or global level as well as establishing, updating and issuing acknowledged medical guidelines and standards in the field.

We are seeking, at the earliest possible start date, a qualified and experienced professional to assume the role of

### Training Programme Coordinator and

### EATCB Office Manager

(University degree in public health, or biomedical science, or biology, or psychology, or public administration) - (f/m/d)

workplace preferably Hannover (Germany), but working remotely also possible

#### Your tasks

The Training Programme Coordinator leads the design, planning, and supervision of all training, education and exchange activities. This role is **technical and coordination-focused**.

#### Responsibilities:

- Oversee overall planning and coordination of training programs, study visits, and conference components.
- Organise brainstorming sessions to design content and dissemination schemes for educational programs for the entire field of donation and transplantation /transfusion of human substances.
- Design a detailed training framework including timelines, format, and themes.
- Develop templates for training materials.
- Support in delivering training by providing methodological guidance and examples of best practices.
- Identify lessons learned from each training.
- Supervise performance of event managers to ensure logistical arrangements meet training requirements.
- Ensure consistency and coherence between the different training modalities (face-to-face, online, exchange visits).
- Report regularly on progress, challenges and proposed adjustments.

In your second role as EATCB Office Manager, you will work closely with the EATCB Board on various activities relating to the non-profit association.

#### Responsibilities:

- Preparing meetings
- Assisting with invitations, elections and holding the annual general meeting
- Communicating with the notary's office and local court
- Communicating with the tax advisor
- Financial administration and managing membership fees

- Member administration and communication (newsletter, mailings, invitations, website maintenance)
- Assisting with the planning and organisation of conferences

### Your qualifications

- Completed **university degree in public health, or biomedical science, or biology, or psychology, or public administration**
- at least 5 years of relevant professional experience in the field of health with relevance to health-related training planning, management and evaluation;
- at least 3 years of experience in coordination or participation in national or EU or international projects in the same areas.
- Very good knowledge of English is mandatory
- German is desirable but not an excluding condition
- Confident use of MS Office programmes
- Resilience and a high level of commitment
- Strong quality awareness and results orientation
- Self-discipline, autonomy, empathy and strong communication skills
- Willingness to assume a leadership role with high demands on social competence and responsibility
- Organised, structured and meticulous approach to work

### We offer you

- 72.000 EURO annual income, German healthcare, unemployment and retirement insurance
- 30 days of holiday per year
- Modern technical equipment with company mobile phone
- Work-life balance – flexible adjustment of working hours to suit your personal circumstances
- Main activities in home office
- Office days possible, depending on your residency
- The office is placed at one of our members headquarter in Hannover, where you will work in a modern work surrounding close to experts in the tissue medicine field

### Full-time or part time position, 20 - 40 hours per week

The position is initially limited to two years. We strive for continued employment after this period. Severely disabled applicants with equal qualifications will be given preferential consideration.

### Do you have any further questions? We will be glad to answer them!



**Questions about the application process will be answered by**  
EATCB office  
[office@eatcb.eu](mailto:office@eatcb.eu)

### Apply now!

Please ensure that your application documents are complete. These include a CV and references (with your personal details and, if possible, a photo) as well as a brief description of your motivation for applying. Please submit your application via mail at [office@eatcb.eu](mailto:office@eatcb.eu).

We look forward to receiving your application!