

Events Officer

Introduction to the vacant position:

The Institute for Bioengineering of Catalonia (IBEC) is looking for a Events Officer to join our communications team. The successful candidate will be responsible for planning, organizing, and executing events that showcase IBEC's research and outreach initiatives, while ensuring high-quality and impactful experiences for all attendees. This role is pivotal in enhancing IBEC's visibility and reputation through successful event management.

Main tasks and responsibilities:

- Plan, organize, and manage internal and external events, including conferences, workshops, seminars, and institutional events.
- Coordinate all aspects of event logistics, from registration to post-event.
- Support the development and implementation of event marketing strategies, including managing event invitations, promotional materials, and communications.
- Liaise with external providers and partners, ensuring efficient coordination and budget control.
- Experience with budgeting and negotiating with vendors.
- Assist in the production of event materials such as programs, agendas, and presentations.
- Manage post-event reporting and analysis to assess event success and areas for improvement.
- Support the communications team with other related tasks as needed.

Requirements for candidates:

Essential:

- 2+ years of experience in a similar role, preferably within the research, academic, or scientific sectors.
- CFGS or Bachelor's degree in a relevant field (e.g., Communications, Marketing, Event Management).
- Strong organizational skills with an eye for detail and the ability to manage multiple events simultaneously.
- Excellent communication and interpersonal skills, with the ability to work with diverse teams and stakeholders.
- Proven ability to work independently, take initiative, and handle a fast-paced environment.
- Experience with budgeting and negotiating with vendors.
- Fluent in English and Spanish/Catalan (both written and spoken).

Advantageous:

- Specialization in Protocols and Events

We Offer:



- Number of available positions: 1
- Starting date: November 2024
- Working conditions:
 - *Full time* open-ended contract linked to projects.
Very competitive salary.
 - Measures to reconcile work and family life (parental leave, flexible schedule working hours, teleworking, 23 working days of paid holidays, 9 leave days for personal matters, among others).
- IBEC ensures equality of access to professional development opportunities irrespective of employment status, length at IBEC or other factors. The IBEC's yearly training catalogue offers a wide range of training in technical and transferable skills including mobility grants and a Mentoring programme for predoctoral and postdoctoral researchers.
- Stimulating, interdisciplinary research and high-quality international scientific environment.
- Induction programme to facilitate incorporation at IBEC and additional support is provided for foreigners to obtain Visa-working permit and to install in Barcelona.

How to apply:

Until 31/10/2024 an online application form is available through IBEC dedicated site:

<https://careers.ibecbarcelona.eu/>

Only those applications submitted before the deadline will be evaluated.

Reference: EO-PJ.

If you have any further question regarding your application, please contact us at

jobs@ibecbarcelona.eu

Principles of the selection process:

IBEC is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit based Recruitment principles (OTM-R) <https://ibecbarcelona.eu/careers-at-ibec/jobs/>

IBEC's Commitment on equal opportunity:

Our strength and excellence as an international transdisciplinary Research Institute are based on diversity. Being an equal opportunity employer, we are committed to diversity and inclusion, so that we support employees irrespective of their gender, nationality, religion, disabilities, age, sexual identity or cultural and socioeconomic background."

IBEC actively looks for female candidates for Senior positions ensuring that at least 40% of shortlisted applicants invited to interview have to be women with comparable level of CVs as the male candidates. At the end of the evaluation process, in case of equal merit, priority will be given to female candidates.

For candidates with children that come from outside Barcelona, we offer babysitting services during the interview, so you don't have to worry about anything else than doing a good interview. Contact us if you are interested in this service.



IBEC, as a signatory of the San Francisco Declaration on Research Assessment (DORA), will consider, especially for early-stage investigators, much more the scientific content of research outputs, than publication metrics or the identity of the journal in which it were published.

Protection of personal data:

IBEC guarantees that candidates' personal data are processed in accordance with the requirements of the EU General Data Protection Regulation (GDPR) and Law 3/2018 on Data Protection.

Personal data will be processed solely for the purposes of the selection process.

Who we are?

The Institute for Bioengineering of Catalonia, IBEC is an interdisciplinary research center focused on Bioengineering and Nanomedicine based in Barcelona. IBEC is one of the top research institutions named as a Severo Ochoa Research Centre by the Ministry of Science, Universities and Innovation, which recognizes excellence at the highest international level in terms of research, training, human resources, outreach and technology transfer.

IBEC's mission is to develop international high-quality interdisciplinary research that, while creating knowledge, contributes to making a better quality of life, improving health and creating wealth. A close link with key universities, reference hospitals and corporations, are assets that facilitate achieving the mission.

IBEC was established in 2005 by the Generalitat de Catalunya (Autonomous Government of Catalonia), the University of Barcelona (UB) and the Technical University of Catalonia (UPC).

IBEC is located within the Barcelona Science Park and is managing 3.800 square meters facilities, with an annual budget of 22 Mio€; 4.150 square meters of facilities; 21 research groups and a team of researchers and support services of 400 people from 35 different countries.
www.ibecbarcelona.eu

