



Job Title: Project Administrator

Fixed Term: March 2021- March 2022

Hours: 16 hours per week (2 working days)

Type of Employment: Consultant/Independent

Location: Home working

Line Manager: Wendy McInally , EONS Education Working Group (EWG) Co-Chair and Emma Woodford, EONS COO

Wider Collaborations: EONS Education Working Group

Are you motivated, enthusiastic and committed to supporting professionals working with people living with cancer across Europe? This is a great opportunity to work for a dedicated non-profit society committed to making a difference to the lives of people living with and beyond cancer.

The EUROPEAN ONCOLOGY NURSING SOCIETY (EONS) is a pan-European not for profit society made up of approximately 23,000 cancer nurses from 32 countries. EONS provides leadership in all areas of cancer nursing, research, practice, continued professional development (CPD) communications and advocacy for better recognition of cancer nursing across Europe. Our mission is to ensure that all people affected by cancer benefit from the care of highly educated, well-informed and competent cancer nurses.

This post will support the development of two EONS initiatives: The College of Cancer Nursing and the EONS Cancer Nursing Fund. The incumbent will be responsible for supporting the development of the new and innovative EONS College for cancer nurses across Europe. The role will support the Task Group with administrative tasks such as budget management, database development and collaboration between EONS and our partners.



Job Description

MAIN PURPOSE OF THE JOB

Project Administrator will support the Task Group and the strategic priorities of EONS and the Education Working Group (EWG) in the development of initiatives such as, but not limited to, the College and the EONS Cancer Nursing Fund

Person Specification

Essential Criteria

To be successful you will need to be:

- Highly organised and flexible with great attention to detail and the ability to work on a project within a timeframe and manage multiple tasks.
- Resourceful and proactive as someone who enjoys working with a variety of different people and understands their needs.
- Focused with excellent IT and digital skills.
- Collaborative and innovative with good communication and writing skills.

Knowledge

- Degree/Masters (desirable)
- Background in project management and administration, preferably in a not for profit/charity setting.
- Proven experience of database management
- Knowledge of cancer nursing education (desirable)

Skills

- Proficient in English language.
- Project management experience.
- Able to communicate to a diverse range of audiences, internal and external, adapting the style and message accordingly to support strategic conversations.
- A strategic thinker, able to filter through complex information.
- Excellent relationship building skills, and the ability to work collaboratively with colleagues at all levels.
- Confidence to both support and challenge colleagues in order to build the EONS initiatives in an innovative and successful way.
- Can work autonomously, manage a demanding workload, and sensitively manage conflicting priorities.



Values

Commitment to the values and beliefs of EONS and the EWG.

EONS' Mission, Vision and Values

Mission

EONS is an umbrella organisation providing leadership in all areas of cancer nursing, research, practice, continuing education, communications and advocacy for better recognition of cancer nursing across Europe. Our mission is to ensure that all people affected by cancer benefit from the care of highly educated, well-informed and competent cancer nurses.

Vision

Our vision is that cancer nursing will be recognised by the cancer community, national and European level policy makers, as a profession with specialised training and qualifications available across the continent. Working conditions for cancer nurses will be optimal, providing a commensurate financial income as well as protecting and promoting individual well-being. We anticipate that this will produce a relatable improvement in the health and clinical outcomes for people affected by cancer. Finally, we envisage that all our members will become confident and empowered cancer nurses operating as leaders in research, practice and education within multi-professional teams.

Values

The core strength of EONS comes from our members. We recognise the diverse aspects of nursing across Europe and strive for equality for all cancer nurses regardless of gender, race, sexual orientation or disability. The improvement of patient safety and better clinical outcomes for cancer patients and their families is central to our work. The society firmly believes in working in partnerships across sectors and professions who share our goals and values.

How to Apply

Should you be interested in applying for this role, please send a CV and letter of interest, including reasons for wanting to be part of the development to Rudi Briké eons.secretariat@cancernurse.eu. If you require more information or would like to discuss this role, please contact wendy.mcinally@open.ac.uk

Closing Date: 26th February 2021

Interviews: March 2021