



Events Officer

The purpose of this role is to ensure the delivery of accessible, affordable, high quality events that represent the spirit of the Vasco da Gama Movement and the “voice” of our members.

This will be achieved through coordinating and supporting the Host Organizing Committees, developing suitable tools and resources, ensuring effective and professional communications both internally and externally and managing events evaluation and quality improvement.

This role is vital in enabling us to ensuring we provide a platform for our members to meet, learn from each other and gain collegiate support. Through this role we will improve our capacity to “be the voice” of our members, promote the network and the discipline of general practice/family medicine and increase fruitful collaborations with other WONCA networks and external organisations.

Skills and Competencies

- good communication skills
- leadership skills
- accessibility and sustainability
- online communication skills
- organisation and coordination skills

Responsibilities and Collaborations

- gathering info from and providing support and guidance to the HOC
- developing tools, resources and guidelines to assist HOC in delivering consistent quality events of a professional standard
- reporting to the Executive, Council, externals
- coordinating team work and collaborations
- ensuring appropriate content format and quality

- developing guidance for Scientific committees and ensuring effective functioning
- ensuring good communication and collaboration between HOC- Exec/Council/WE/externals