

Committee Manager

27 November 2023

- **Part time – 2 days a week with opportunity to increase over time.**
- **Suitable for a freelancer or consultancy.**
- **Ongoing contract/agreement with agreed notice period.**
- **Deadline for applications is 31 December 2023.**

About Sterile Barrier Association:

Our mission is to be the recognised expert association in the healthcare industry, promoting the use of and providing education on the most suitable single use sterile barrier systems (medical packaging) to ensure patient safety.

The Sterile Barrier Association (SBA) is a non-profit making trade association for companies who produce Sterile Barrier Systems (SBS) and associated equipment and accessories for the healthcare industry. A sterile barrier system is sophisticated and specially designed packaging used for medical devices.

Our members account for over 80% of the European sterile barrier industry and a growing list of Global based companies. SBA members' products are sold all over the world.

We represent our membership in promoting this very important sector of the healthcare industry, creating a positive environment to drive innovation in the technology associated with the production of sterile barrier systems and in setting the highest standards in product and manufacturing excellence.

This marks an exciting time in our 30-year long history as our Committee programme, established two years ago, begins to truly make its mark on the industry. We're now looking for someone who can work with our Member-led committees and help them realise their full potential.

Job position description:

We're looking for a positive and proactive Committees Manager. We have currently four Committees, each designed to address the opportunities and challenges facing sterile barrier systems:

- **Regulatory** – helping organizations understand and prepare the changes imposed by the new Packaging and Packaging Waste Regulation (PPWR)
- **Sustainability** – supporting the proposed changes in medical device packaging regulations by collecting critical information on the recyclability of flexible packaging
- **Education** - developing new tools to educate and promote best practices in the use of SBS and our members are helping us to spread the word.
- **Market Statistics** – gathering market data on SBS to support decision making and strategic planning

The Committees Manager will:

- support the Committees Chairs in the development and implementation of each of the committees
- work with the Director General of the SBA to:
 - manage the resources of the SBA to maximise its effectiveness;

- work with the SBA's member companies to generate and implement ideas for the successful achievement of the SBA's objectives;
- establish the necessary projects to define and execute significant work items;
- as necessary, support or deputise for the DG in promoting the SBA. This may include acting as an external advocate representing the interests of the SBA promoting its objectives and (through the work of the SBA) the interests of its members carry out such additional duties as shall be agreed from time to time with the DG.

Specific duties and responsibilities relating to the Committees include:

- Working with the Chairs to develop the SBA Committees' strategy with input from the Board of the SBA and member companies.
- Effectively managing the day to day support and operation of the committees, whilst remaining in compliance with the SBA Articles and all laws, including those relating to antitrust and trade practices.
- Working with the Chairs to develop and propose the annual plan (including budget) of each committee:
 - Management of the agreed plan
 - Reporting progress on key issues to the DG.
 - Preparing reports and presentations for SBA Board meetings and conferences, including arranging agendas and guest speakers as necessary.

Other duties to include:

- Development and management of projects, including Guidance documents.
- Assist in the writing of articles for publishing in trade journals.
- Monitoring regulatory developments, liaising with appropriate regulatory bodies, updating members on such matters, and involvement in writing or reviewing technical papers.
- Management of assigned SBA's internal working groups.
- Writing up and keeping all minutes from internal and external meetings.
- Working with the DG to maintain, manage and develop the SBA website, i.e. content management, communications, social networks etc
- Assist in the preparation for conferences, including arranging agendas and guest speakers, and attend the meetings and events in Europe.
- Working with the DG to ensure the SBA continues to raise its profile and reputation as the recognised expert association in the healthcare industry, promoting the use of and providing education on the most suitable single use sterile barrier systems to ensure patient safety.
- Liaising and communicating with SBA members generally in connection with the affairs and objectives of the SBA.

The ideal candidate is someone who has experience in the medical industry and understands the specific needs of the healthcare sector in relation to regulatory, sustainability and market aspects. Chosen Individual must have experience in managing projects of international teams. Work experience can be sales, marketing, business development, product management, project management etc.

Fee is paid monthly to the Consultant or Consultant Company offering the Committees Manager Services. Remote work includes travelling. Weekly work time at the beginning is 2 days.



Contact/application information:

Please submit your application/ service offer to director.general@sterilebarrier.org by **December 31, 2023**. If your application is successful, we'll be in touch to schedule an interview. We look forward to hearing from you.

More information about our association: www.sterilebarrier.org