

## Chief Operating Officer (COO) – Veterinary Continuing Education Company (remote, fulltime position)

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### ABOUT US:

[VetPD – Veterinary Professional Development](#) is an innovative market leader in the provision of **high-end interactive veterinary continuing education (CE) worldwide**, working with the world's leading subject matter experts and **catering for experienced equine and small animal veterinarians**:

- **Practical Hands-on Courses** – genuine small group workshops across Europe, North America, Middle East/Africa and Asia-Pacific
- **Destination Events** – bucket list experiences (safari, mushing, watersports, skiing etc.) combined with CE in amazing locations
- **Online Learning Center**
  - **Weekly interactive Online Panel Discussions** – covering current topics with the world's leading experts
  - **In-depth interactive Online Lecture Series**
  - **Individual Online Lectures/Webinars**
- Fully branded **Custom-Made on-location & online CE for 3<sup>rd</sup> Parties** (incl. Boehringer Ingelheim, MSD-Merck, Dechra, Inova Partners, CVS, IVC Evidensia, VetsNow, MedVet, TEVA, NZEVA etc.).

Our headquarters are located in Canterbury, UK with staff based in the USA, Australia, France and England.

Location: **Remote (home-based)**; Preference will be given to UK-based candidates. Must be within convenient driving distance from an international airport.

Work Hours: **Full-time (flexible work hours)** which can be adjusted to meet individual needs. Occasional weekday evening meetings. Monthly staff meetings in England and occasional international travel (incl. weekends).

Salary: 60,000€ - 90,000€ per year & Profit-Sharing Bonus (commensurate with experience & qualifications)

Application Deadline: Sun 28<sup>th</sup> January 2024; all applications will be treated with confidentiality

Start Date: As soon as possible, but latest by May 2024.

We are seeking a highly motivated Chief Operating Officer (COO) to work closely with our CEO and Global Operations Manager to **oversee all day-to-day operational and management aspects** at VetPD, including but not limited to: content creation/management, sponsorship/partnership relations and organisational aspects of all workshops and Destination Events, people management and reviewing marketing materials.

The ideal candidate will be a **highly entrepreneurial, self-motivated and experienced equine veterinarian** (ideally a specialist or advanced practitioner) with proven management success in the veterinary sector and a passion for continuing to grow VetPD's exciting global CE portfolio via a collaborative approach with numerous external stakeholders. Extensive training and mentoring will be provided by the Global Operations Manager and CEO, with these three positions collaborating as the 'Executive Team' to manage the business in the medium to long-term.

**RESPONSIBILITIES:**

- Development and management of equine and small animal content for VetPD's Online Learning Center and on-location courses/events with assistance from external subject matter experts and consultants:
  - Assemble new Panel Discussions and Online Lecture Series topics.
  - Research, recruit and orchestrate content with panelists, moderators, speakers & discussants.
  - Assemble and review online learning material titles, descriptions & course/event programs.
- Management of all operational aspects relating to on-location Courses / Destination Events worldwide
  - Assemble & review consumables and equipment requirements for the practical sessions; coordinate with equipment providers/sponsors.
  - Oversee and manage course accreditation and ethics applications worldwide.
  - Develop and oversee relationships with partner clinics.
  - Arrange and conduct pre-course meetings with speakers, partner clinics & VetPD staff.
  - Yearly course planning worldwide, based on historic data.
  - Assemble & review 3<sup>rd</sup> party (white label) quotes and contracts.
- Management of Sponsorship & Industry/Veterinary Partnerships
  - Oversee and guide the sponsorship manager.
  - Build and manage the relationships with industry partners, sponsors and veterinary partners/associations.
- Oversight of Marketing
- Human Resources
  - Staff appraisals & review meetings
  - Oversee the development of procedures & policies to consolidate and improve processes.
- Represent VetPD at international conferences like BEVA, AAEP, VMX, London Vet Show, etc..

**OUR IDEAL CANDIDATE:**

- Several years of experience as an equine veterinarian, either as an advanced practitioner or ideally as a specialist.
- Passionate about and committed to teaching/CE, improving veterinarians' diagnostic and therapeutic skills worldwide and ultimately to taking veterinary medicine to the next level.
- Very entrepreneurial and highly self-motivated, with lots of initiative and the ability to think outside the box, coming up with creative and innovative ways to improve CE outcomes.
- Proven leadership skills with the ability to work effectively at all levels of an organisation and build strong relationships with team members and managers to drive successful completion of the work.
- Excellent verbal and written communication skills aimed at internal and external audiences.
- Outstanding critical-thinking skills with ability to structure and solve complex problems.
- Stakeholder Management: Excellent ability to identify and build effective and synergistic relationships, collaborate across levels and functions with ease, as well as build trust and confidence with speakers, partner clinics, industry/veterinary partners, sponsors, etc..
- Strong work ethic with ability to multi-task in a fast-paced environment under tight deadlines.

**A MULTITUDE OF BENEFITS & A WORK-LIFE BALANCE THAT WORKS FOR YOU:**

- Remote work & flexible work hours
- 6 weeks holiday (30 days incl. Bank Holidays & your Birthday off); increasing holiday based on length of service
- RCVS Fees paid
- BEVA Membership paid
- AAEP Membership paid
- Unlimited Learning & Development opportunities through VetPD's Online Learning Center
- Career progression opportunities

*We understand that, in reality, exceptional individuals may not always perfectly match every requirement. This is why we value potential as much as experience in our hiring process. Even if you don't tick every box in the job description, if you believe this role and our company align well with your aspirations, we encourage you to apply.*

*If you would like to be part of a highly motivated and rapidly growing team in a stimulating and exhilarating international environment, send your CV and a Covering Letter outlining your motivation for applying and how your previous experience relates to the outlined job responsibilities and requirements.*

**Application deadline:** Sun 28<sup>th</sup> January 2024. The interviews will be held in-person (UK-based candidates) or via Zoom (candidates based abroad) between Thu 1<sup>st</sup> and Tue 6<sup>th</sup> of February.

For further questions or to discuss the role, **please contact Emmanuel Engeli** ([Emmanuel.Engeli@gmail.com](mailto:Emmanuel.Engeli@gmail.com)) or on +44 7930 316631 (mobile).