



Position: Director

Eurocarers is a non-profit European NGO, whose members are predominantly national and regional organisations representing the interests of informal carers of people with serious long term illnesses and disabilities (which necessitate support with basic aspects of daily living, in order to remain in their own homes and communities). A sizeable percentage of our members are from third level institutes, who take a particular interest in research and policy formulation in relation to carers' interests.

Eurocarers was founded in 2006 as a non-profit organisation registered in Luxembourg. With support from the European Commission, DG Employment, Social Affairs and Inclusion we are currently in a period of transition in terms of forming a secretariat in Brussels for the first time, initially consisting of the director and administrative officer.

Context:

The Director will be based in Brussels and manage and coordinate the activities of Eurocarers. S/he will report to the organisation's Executive Board through the President. The members of the Board consist mainly of representatives of member organisations. They have collective responsibility for the conduct of the business affairs and good governance of the Association.

Key duties and responsibilities:

1. Establishing and managing the Eurocarers secretariat and related infrastructure;
2. Working closely with the President to ensure timely preparation of documentation for meetings of the Organisation;
3. Responsibility for the day-to-day management and administration of the Association in accordance with annual operating plans and budgets approved by the Executive Board;
4. Responsibility for the development & implementation of activities, policies and strategies to fulfil the Association's stated objects and aims in accordance with a multiannual strategic plan and budget approved by a General Meeting;
5. Management of all elements of the Progress Workplan 2014 – 2017, including support to members in addressing the deliverables;
6. Representation of Eurocarers and its policies and positions to the political and civil service decision-makers, the media, other social partners and the general public;
7. Securing additional funding to enhance the operational capacity and sustainability of the organisation including Liaison with sponsors and responsibility for executing activities as part of sponsorship arrangements;.
8. Implementing an agreed Membership development strategy.

Essential qualifications

- In-depth knowledge of EU institutions, European NGO and social partners;
- Excellent organisational and management skills, a leadership approach, and demonstrable experience in managing multiple projects;
- Established skills and experience in policy development, with related advocacy and negotiations skills.
- Good knowledge of current EU health, social and research policy matters;
- Experience with political processes on both national and EU levels;
- Experience in public and press relations;
- Senior executive experience, excellent skills in strategic planning, financial control and partnership building.
- Excellent communication skills and experience in working with decision-makers at EU level as well as presenting before large audiences.
- The ability to work independently and pursue initiatives;
- Demonstrable experience of networking and working in partnership with a broad range of organisations and stakeholders;
- Fluency in English & French, both written and spoken (knowledge of additional European languages an advantage).
- Ideally the candidate will hold a post-graduate degree or equivalent professional qualification and have worked at Director level.

The contract is subject to a six month probationary period and is subject to funding. .
Salary: Competitive NGO salary and conditions.

Please supply, by email, CV and related materials addressed to:
The Secretary, Eurocarers
Email address: eurocarers@gmail.com
Closing Date: Monday 26th May 2014.