

The European Patients' Forum (EPF) is looking to appoint a new

**Executive Director to commence in Spring 2019**

As we build our strategy for the new EU programming period, we are seeking a high calibre, experienced professional to support the EPF President and Board and to lead the secretariat team. The ideal candidate will be visionary, strategic, and dynamic. S/he will have a profound understanding of running a highly effective membership organisation at European level, as well as a deep commitment to the legitimate role of patients in all policies that affect them. S/he will ensure EPF's financial sustainability with integrity and tenacity. A talented communicator, s/he will direct and inspire a multi-cultural team based mainly in Brussels and will represent EPF compellingly to the external world. S/he will also nurture important relationships established to date with our interlocutors at both European and national level.

Deadline for applications: 20 January 2019  
Full Time, Open-ended contract

## BACKGROUND

The European Patients' Forum (EPF) was founded in 2003 to be the collective influential patient voice in European health and related policies and a driving force to advance patient empowerment and equitable patient access in Europe.

EPF currently represents 72 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients living with various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic conditions in the Europe have access to high quality, patient-centred equitable health and related care.

The EPF strategic goals focus on areas such as health literacy, healthcare design and delivery, patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

More information: [www.eu-patient.eu](http://www.eu-patient.eu)

## Job Description

**Last updated:** 11 December 2018

**Job title:** Executive Director

**Starting date:** Spring 2019

**Reports to:** EPF President

**Location:** Chaussée d' Etterbeek 180, 1040 Brussels, Belgium

**Line management:** Membership & Capacity-Building Manager, Communications Manager, Financial Manager, Senior Programme Manager, Director of Policy

### Purpose of the role

The **EPF Executive Director** is responsible for advancing the major objectives of EPF, including a growth strategy, in line with its mission. S/he ensures that EPF conforms to the highest standards of integrity, transparency and independence in pursuing its vision. S/he implements policies established by the EPF board. S/he provides leadership, direction and guidance to EPF's team and activities. S/he represents EPF externally at the highest levels and is the main media spokesperson. S/he is responsible, in cooperation with the board, for fundraising. S/he creates sustainable and effective partnerships with fellow stakeholders to achieve common goals.

### Key areas of Responsibility

- **Strategy:**
  - Directs and oversees the implementation of short and long-term strategic plans;
  - Supports the team to ensure that the EPF annual work plans advance the EPF strategic goals;
  - Contributes meaningfully to wider public health and sister initiatives from the patients' perspective.
- **Fundraising:**
  - Develops and implements a robust fundraising strategy to ensure the financial sustainability of EPF, including new avenues of funding;
  - Fosters an excellent relationship with all EPF's funding partners, both public and private;
  - Ensures all fundraising is undertaken to the highest standards of integrity.
- **Team leadership/staff management:**
  - Line manages the EPF Membership & Capacity-Building Manager, the EPF Communications Manager, the EPF Financial Manager, the EPF Senior Programme Manager, the EPF Director of Policy;

- Provides leadership to the senior management team (SMT) and chairs its regular meetings;
  - Prepares and chairs the quarterly “all team” meeting, with the support of the SMT.
- **Governance:**
    - In cooperation with the EPF President, prepares the meetings of the Board of Directors and the Annual General Meeting and follows up decisions therein;
    - Acts as a legal representative of the organisation towards providers, external stakeholders, etc.;
    - Together with the SMT, ensures the delivery of the organisation’s work plan, reporting and accountability to our members and partners.
- **Human resources planning and management:**
    - Ensures with relevant team members, that EPF is a healthy organisation in which to work and a learning organisation committed to monitoring and evaluation;
    - In collaboration with the finance manager and SMT, ensures rigorous financial and HR planning, and budgeting;
    - Together with SMT, develops and implements a risk management strategy.
- **Communication and Representation:**
    - In cooperation with the EPF Communications team, ensures that EPF’s external and internal communications reflect the vibrancy, commitment and dynamism of the organisation;
    - Leads on crisis communications;
    - Together with the EPF President and the board, is the key interlocutor with senior allies in the EU and European Institutions;
    - Represents the organisation at high level external events, enhancing the organisation’s profile;
    - Nurtures excellent relationships with relevant Global and European health stakeholders to ensure optimal collaboration and impact.
- **And other activities requested by the EPF President**

## Dimensions and Key Interfaces

Staff: 17

### Key interfaces (internal)

- Director of Policy
- Financial Manager
- Senior Programme Manager
- Communication Manager
- Membership and Capacity Building Manager
- Office Coordinator

- Special Advisor
- All team members

#### **Key interfaces (external)**

- EPF Board
- EPF member organisations
- Key Opinion Leaders within the EU Institutions and at national level
- Funding Partners

## **Profile of the Candidate**

### **REQUIRED**

- A university degree;
- At least 10 years of experience in the field of health or social policy at European or international level;
- Knowledge of the current challenges and opportunities relating to the environment and mission of the organisation;
- Significant experience in a leadership role within an organisation;
- Proven fundraising experience from diverse sources;
- Excels at operating in a fast pace, community environment;
- Excellent interpersonal skills and a collaborative outcome-oriented management style;
- Fluent spoken and written English and at least one other EU language;
- Knowledge of leadership and management principles as they relate to non-profit organisation.

### **DESIRABLE**

- Knowledge of the functioning of the EU Institutions;
- Knowledge of the workings of NGOs and Civil Society Organisations;
- Knowledge of the EU health environment;
- Operational knowledge of further languages.

### **PERSONAL QUALITIES AND ATTRIBUTES**

- Demonstrable commitment to the vision and the mission of the European Patients' Forum;
- Outstanding communication skills both verbal and written;
- Strong sense of fairness;
- Excellent negotiation skills;
- Ability to nurture and motivate a multicultural, talented team;
- Solution-oriented and creative thinking attitude;
- Diplomatic;
- Ability to coordinate and solicit opinions and feedback from a group with diverse perspectives to reach a common solution.

## We offer

The EPF offers a competitive salary, and working conditions, based on experience.

The location of the post is Brussels and will involve some European travel.

## To apply

Please send a cover letter and CV to [recruitment2019@eu-patient.eu](mailto:recruitment2019@eu-patient.eu) by 20 January 2019.

The selected candidate should be prepared to start in Spring 2019.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.