European Multiple Sclerosis Platform (EMSP)

Job Announcement

Job Title: Chief Executive (CEO)
Work Base: Brussels, Belgium
Salary: Circa €90,000.00/year (time commitment: 4 days/week)
Reports to: President of the EMSP
Working Relationships: With the President, Officers and other ExCom members and with the secretariat.

BACKGROUND

The European Multiple Sclerosis Platform (EMSP) [http://www.emsp.org/] was founded in 1989 as an umbrella organisation of 21 national MS societies. Today we are the voice of over 600,000 persons with MS in 37 national MS societies from 34 European countries. EMSP represents their interests at European level and works collectively with its members to achieve together our common goals of high quality equitable treatment and support for all Persons with Multiple Sclerosis throughout Europe.

EMSP’s vision is transformational: to move from a Europe where the availability and accessibility of high quality treatment and support is a basic right and where a Person with MS has a real voice in determining their care at policy, organisational and individual level - to a world without MS thanks to breakthrough research and innovation.

JOB PURPOSE:

The Chief Executive will have responsibility for the overall management, control and operation of the activities of the EMSP in accordance with the policies, strategies and objectives agreed by the Council and Executive Committee (ExCom).

MAIN TASKS:

1. Together with the President, Officers, and ExCom members ensure that EMSP leads the European MS movement on behalf of all affected by MS.

2. To enable the Executive Committee to fulfil its duties and responsibilities for the proper governance of the EMSP in its service to the MS movement in Europe.

3. To be responsible for the management and administration of the EMSP Secretariat within the strategic and accountability frameworks laid down by the Council and Executive Committee.
KEY RESPONSIBILITIES:

1. Together with the President, Officers, and other ExCom members, ensure EMSP leads the European MS movement on behalf of all affected by MS.
   - In partnership with the President, to ensure that the Council and ExCom set the vision, mission, strategic objectives and priorities for EMSP, establishing its leadership of the European MS movement.
   - To ensure that the ExCom understands and regularly reviews the strategic plan and priorities and involves other key stakeholders, especially those directly affected by MS, in this process.
   - To strive constantly to develop the understanding of the ExCom and its Secretariat of the needs of people affected by MS and to develop policies and projects accordingly.
   - To work with other European patient organisations and especially with MSIF.
   - To ensure at all times, that EMSP works in harmony with national societies and people affected by MS in the development and implementation of its strategies.
   - In close consultation with the President, to agree respective roles in representing EMSP and acting as spokesperson at public functions, public meetings and to the press/media.
   - To foster good communications throughout EMSP and its member societies.
   - To develop, as appropriate, EMSP's public profile and foster and maintain good relationships with European, statutory, voluntary and private bodies and other key stakeholders and supporters.

2. To enable the Executive Committee to fulfil its duties and responsibilities for the proper governance of the Platform in its service to the MS movement in Europe.
   - In partnership with the President to ensure that EMSP has a governance structure appropriate to its size and complexity, stage of development, and objectives.
   - With the President to ensure that the ExCom regularly reviews the governance structure and to assist with the assessment of its performance.
   - In partnership with the President, to ensure that the ExCom’s delegated authority is recorded in writing by means of terms of reference for ExCom committees and job descriptions for key staff, reporting procedures etc.
   - In partnership with the President and Vice-President, to develop an annual programme of board meetings.
   - In partnership with the President and/or Council Meeting Chair to arrange council meetings in the host country. Ensure that all administrative issues relating to the meeting are addressed according to the Constitution, before, during and after the meeting.
   - To ensure that the staff understand and support the governance role of the ExCom.
   - To assist the President and the officers in ensuring that there is a systematic, open and fair procedure for the recruitment of future ExCom members, officers, and future Presidents.
   - To work with the President, Vice-President and Treasurer to ensure that all members of the ExCom receive appropriate induction, advice, information and training if needed.
   - With the President, Vice-President and the Treasurer, to ensure that EMSP fulfils all its legal, statutory and regulatory responsibilities.
3. To be responsible for the management and administration of the EMSP Secretariat within the strategic and accountability frameworks laid down by the Council and Executive Committee.

- To provide leadership to the EMSP Secretariat.
- To ensure that the EMSP’s values and policies are relevant, fair and consistently implemented and the work developed to achieve its objectives, vision and mission.
- To ensure that all staff develop an in-depth understanding of MS and what it means to be affected by it.
- To ensure that EMSP and its Secretariat are aware of and strive toward best practice in working with people affected by MS.
- To establish mechanisms for listening to the views of people affected by MS and to incorporate them as relevant into policies and projects.
- To ensure that EMSP has an appropriate management structure and management systems.
- To ensure that longer term strategic plans and annual operational plans to develop the role and work of EMSP are prepared, agreed by the ExCom and implemented.
- To identify outcome measures and other appropriate methods for monitoring the performance of EMSP against its agreed plans and to report progress to the ExCom on a regular basis.
- Together with the Treasurer, to be responsible overall for the financial health of EMSP and to ensure that appropriate financial and auditing systems are in place, to monitor and control all financial and other assets and that reporting is done at appropriate times.
- To ensure that the major risks to which EMSP is exposed have been reviewed and systems have been established to mitigate these risks. To develop a risk management plan to be agreed to by the ExCom.
- With the President and the officers, to agree and recommend to the ExCom a fundraising strategy for EMSP.
- To work on fundraising with the Deputy CE and take a leadership role in relationships with key supporters as needed.
- In collaboration with the HR and Remuneration Committee to ensure that the recruitment, management, training and development of staff are directed towards achieving EMSP’s objectives and reflect good employment practice.
- To develop and maintain a working environment that attracts, retains and motivates good quality staff.
- In cooperation with the President and Vice-President to submit policy and project proposals for the approval of the ExCom and be responsible for their efficient and effective achievement.
- To report regularly to the ExCom on progress towards achieving EMSP’s strategic objectives.

**Personal Specification**

**Essential:**
- Over Five years experience in managing a large department or small organisation;
- The ability to understand and manage accounts and budgets;
- Excellent strategic development skills;
- A good record in board participation and reporting;
- Experience of programme/project development, applications to statutory funders and management of large statutory grants;
- Excellent organisational, written and verbal communication skills, including organisational understanding, including experience and confidence in public speaking, report-writing and dealing with press and media;
• The ability to work in a self-directed manner, and to develop good working relationships with the Executive Committee, stakeholders and partners;
• Computer literacy in dealing with required programs, data processing, spreadsheet and communication packages;
• Fluent in the English Language.

Desirable:
• An extensive knowledge and experience of either the Voluntary, Public Health or International Development sectors, preferably with an NGO focus;
• A record of successful leadership through periods of rapid growth and/or organisational change;
• Familiarity with European charity law and governance issues;
• Five years experience of staff management including personal development and objective setting;
• An understanding (and preferably direct experience) of the European or a National fundraising environment;
• Understanding of one or two other European languages.
• It would be useful if the applicant has knowledge of Multiple Sclerosis and the issues involved with the disease and has empathy with people affected by a chronic illness.

How to apply:

To apply for the post, please send a letter of application stating the skills and approach that you would bring to the post along with your CV/resume (no photos) in English, by EMAIL ONLY, to Karem Armstrong at karem@darylupsall.com

Please ensure that they are sent as Word documents with the titles “your name cover letter” and “your name CV”. Please put "EMSP CEO" in the email subject line and state how you came across about the job announcement.

Deadline for applications: Monday July 30th, 2012 at 23.00 CET