

Job Description	
Post Title	EARMA, Managing Director
Post Duration	3 years
Reports to	EARMA Board
Location	Belgium

Position Summary

The European Association of Research Managers and Administrators (EARMA) is the professional association for research administrators and managers in Europe. Research managers and administrators are key players in research, and the profession is a fundamental component of the complete research process. EARMA is active in developing the research support profession through the provision of internationally recognised professional qualifications. Through the strength of its members, EARMA is a trusted partner in European research policy development.

EARMA has circa 1,000 members split between institutional (80%) and ordinary (20%) membership categories across almost 40 Countries worldwide. The Chairman and five other Board members are elected by the membership. They each serve for two years (renewable once) and half of the Board places are available for election each year at the annual general assembly. The Association procures Secretarial Services and Professional Accounting and Conference Organising Services as required. About 5% of the active membership base, volunteer to serve on the Board, EARMA's Working Groups or as Ambassadors.

The role of EARMA's Managing Director is to implement EARMA's strategy over the next three years and to further enhance the reputation of EARMA as a quality provider of services to research managers and administrators.

In addition to being responsible for strategy implementation the Managing Director will manage all day to day operational tasks including membership renewal, growth & development, delivery of membership services, implementation of the professional development programme, coordination of conferences, workshops & events and all internal & external communications.

Salary Range - €70,000 - €85,000 p.a. commensurate with qualifications and experience

Principal Duties and Responsibilities

Strategy & Governance

- Play a key role in strategy direction setting and development within EARMA

- Implement EARMA's strategy within the timeframe of this contract
- Design, co-ordinate and prioritise EARMA's work programme to ensure that adequate support and resources are provided for the delivery of the Association's goals
- Provide regular reporting to the Association's Board and other members as required based on agreed key performance indicators
- Implement best practice corporate governance within the Association

Leadership

- Lead, motivate and develop the Association (employees, contractors and volunteers) to optimise the delivery of services to members
- Lead the delivery and development of world class services to all stakeholders

Membership

- Play an active role in decision making in relation to membership services
- Manage membership renewal, growth and development
- Ensure processes and systems are in place to maintain the integrity, completeness and accuracy of the information contained in the membership database;

Communications

- Develop and implement an internal and external communication plan for EARMA
- Identify and develop new communication tools and channels for EARMA
- Maintain the Association's website

Relationships

- Develop and foster strong trust based relationships across the Association, both internally and externally
- Work as a senior manager and team member within the Association and act as a leader in representing the Association internally and externally
- Empower the team through formal delegation and continuous learning in a rapidly changing environment

Operations

- Ensure best in class policies and processes are in place
- Meet the Association's information needs including the design and dissemination of key performance indicators and metrics
- Management of all day to day finance activity across the Association
- Act as a key liaison with the Association's bankers, accountants, tax advisers and auditors
- Lead, design and manage internal funding schemes e.g. travel fellowships and bursaries
- Ensure that the Association's risk is considered and managed including the establishment and maintenance of an Association risk register
- Coordinate the logistics and arrange the marketing of the Association's conferences, workshops, professional development programme and events
- Manage the day-to-day operation of the Association's office.

Management Systems

- Lead the development of continuous improvement of management systems deployed within the Association

- Provide best practice project management skills to lead programmes that mobilise new technologies, and influence stakeholders to introduce these improvements to member services;
- Lead the development and implementation of systems, approaches and models to deliver Services and information to members and stakeholders.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- Professional business degree or post graduate qualification (e.g. Bachelors or Masters in Business Administration or equivalent experience);
- A strong strategic perspective with a minimum of 5 year's experience operating at a senior managerial level;
- Proven staff management and development skills;
- Proven track record of effecting improvements and delivering best practice proactive client facing customer service in a change environment;
- Project management skills and an understanding of the enabling attributes of information technology;
- Proven track record in marketing products and services in existing and new markets;
- A high level of numeracy, both financial and statistical;
- Strong interpersonal and communication skills reflected in a deep understanding and sensitivity to the multiplicity of relationships of people and structures within an Association
- Practical experience of conference and event management;
- Excellent relationship building, maintenance, influencing, and networking skills;
- Live and work in Belgium.

Desirable

- Masters in International Association Management;
- Experience of research management and administration;
- An understanding of the goals of the Association and its structures and procedures.

Further Information for Candidates

- The Association : www.earma.org
- Working language : English
- Relocation expenses will not apply
- Informal enquiries only to the Association Chairman, John Donovan (john.donovan@dit.ie)
- Your application should include a cover letter and your curriculum vitae in a single PDF document of no more than four pages long (minimum font size 10). The document should be titled as follows : Surname_Forename_EARMA_MD_Application. Failure to comply with these requirements will result in disqualification.
- Apply, in strict confidence, no later than 5pm on Friday 9th September 2016 to secretary@earma.org.

EARMA
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20/06/2016

