

Job description General Manager for Euralarm

Euralarm, the association of European manufacturers and installers of Fire Safety and Security Systems (www.euralarm.org), is seeking a General Manager who will be responsible for the leadership and management of the operational activities of Euralarm, and who will also be a key representative for Euralarm in its interaction with external stakeholders and regulators. Reporting to the Board, represented by the President, the self employed incumbent will manage a team and be based in the Brussels area.

The applicants should be able to work from their own office.

Responsible for the day to day management of Euralarm. Providing general support, advice and guidance to the Board, members and related matters.

- *Increase the recognition and visibility of Euralarm as a key interlocutor of the Fire Safety and Security Industry.*
- *Manage and continuously improve the Euralarm processes, ensure adherence to the legislation, procedures and processes including the selection and management of appropriate “collaboration-tool” and document storage systems to fulfil legal requirements.*
- *Lead the advocacy activities of Euralarm*
- *Ensure association members are kept fully aware of industry and political developments.*
- *Spot, monitor, and take action on emerging issues (both positive and negative) that can affect the future of the Euralarm’s members industry.*

Direct report: *the Board represented by the President*

Dimensions of the function:

- *Assume responsibility for the advocacy impact of Euralarm*
- *Maintain relationships with the Board, the sections and the committees.*
- *Maintain relationships with members*
- *Maintain and develop relationships with external stakeholders e.g. the EU Commission MEP’s, regulator’s and ESO’s*
- *Attract new members, but also ensuring that any potential new members meet the membership requirements, which include having an effective system of corporate governance.*
- *Develop co-operation with organisations with similar objectives to those of Euralarm and seek to work together to promote them.*
- *Ensure Euralarm’s financial viability.*

Internal/external contacts:

- *All members: trade associations’ industry members and all individual members of the Board, sections, committees and working groups.*
- *Euralarm operational team (EOT)-Members, contracted service providers*
- *Other Trade Associations*
- *Members of EU Commission and Parliament, Standard developing organizations at national, European and global level.*

Key responsibilities/tasks and Priorities:

1. Management (time allocation target: 20 %)

- Direct and supervise the Euralarm operational team (external service providers).
- Manage finance and accounts. Prepares annual budgets and has full responsibility to fulfil budgetary allowance.
- Select and develop the Euralarm Operational team members and service providers.
- Responsibility to implement legal obligations of Euralarm (e.g.GDPR) and responsibility for ensuring that all activities comply with compliance rules.

2. Advocacy (time allocation target: 50%)

- Conduct the advocacy activities of Euralarm, follow issues and trends (e.g. from impending legislation in EU & UK/Ireland, monitoring Google alerts), develop related recommendations, position papers and reports on policy matters (in cooperation with the board, the sections, committees and working groups)
- Lobbying on behalf of the board, the sections, committees and working groups.
- Develop and maintain relationships to the relevant stakeholders in the EU-Commission and EU-Parliament, CEN/CENELEC, other trade associations and relevant stakeholders to maintain the dialogue on civil safety and security matters.
- Involve board members and other delegates and the EOT as required.
- Initiate and manage specific projects in support of the industry, with both promotional and technical objectives.
- Lead coordination of specific issues, working with the relevant expert groups.
- Liaise with other European trade associations, interest groups and opinion leaders.

3. Communication (time allocation target: 15%)

- Dealing with press enquiries.
- Take responsibility of the internal and external communication of Euralarm (Website (incl. Technical support), Newsletter, Press releases etc.) and direct the EOT as required.
- Take responsibility for the working tools of Euralarm and of the operational team (e.g. Document Management System, Collaboration tools, databases etc)
- Select and manage subcontractors as required.
- Facilitate the dialogue inside the organization, between the organization and the members and member to member.

4. Development of Euralarm (time allocation target: 15%)

- Ensure longevity and continuous development of the Euralarm organization (with organizational and business development proposals to the board, with the maintenance of existing members, with the acquisition of new members, through partnerships with other associations in the civil safety and security industry, and through adequate service providers as needed.

Desired skills and experience:

- Relevant university degree
- Knowledge of the building construction or Fire & security industry would be an asset, but, if not, at least 10 years of experience in the Brussels arena, including 5 years in a leading position in an international trade association, the private sector or the policy making sector.
- He/she must have the strategic, diplomatic and leadership skills to find common ground amongst the membership base across a very wide variety of political and technical issues, without necessarily being an expert in any one field, and then to act as effective advocate in pursuing Euralarm's agenda.
- Leadership in a multicultural and international environment.
- High level of committee chairmanship and ability to synthesise arguments and find acceptable compromises.
- Methodical with a good eye for detail.
- Be well organized.
- Bring objectivity to the proceedings.
- Keeping clear records.
- Fluency in spoken and written English and preferably with French and/or German or another European language.
- Excellent communication, media and interpersonal awareness skills.
- Enthusiasm and self motivation to successfully guide and influence diverse groups ranging across multiple issues.
- Ability to meet challenging objectives and deadlines.
- Initiative and perseverance.
- Strong time management, proactive and to the point.
- Analytical, result and customer oriented.
- Ability to operate efficiently in an international context (readiness to participate in a number of international trips/meetings mainly in Europe)

Interested applicants can send their cv to searchjms@gmail.com.

All applications will be handled in the strictest confidence.