

# Secretary General European Platform for Rehabilitation

We are seeking a new Secretary General for our network. To read the full details of our network please click [here](#).

The Secretary General leads the 7-person Secretariat based in Brussels, and is the voice of the network towards policy-makers and stakeholders in Brussels and across Europe. S/he reports into the European Platform of Rehabilitation Board and General Assembly.

## Responsibilities

The Secretary General is expected to:

- Maintain a strong relationship with EPR members and the different working and project groups within the network;
- Grow the membership of EPR across Europe;
- Develop programmes and initiatives that promote the EPR network and ensure that it is a trusted partner of regulators;
- Lead capacity development of our members to provide sustainable, high quality services to their clients in the current changing social services market environment through structured needs analysis and responsive solutions;
- Articulate and organise EPR activities to ensure that the network's interests are well represented and advanced in all relevant policy domains;
- Manage EPR Secretariat and staff and, together with the team, ensure successful delivery of the Strategic Framework and annual work programme;
- Act as the Human Resource (HR) coach to the team
- Develop relevant policies and procedures to support efficient and effective operations of the EPR Secretariat in consultation with the EPR board of directors;

- Manage and oversee the Secretariat's budget in consultation with the EPR board of directors;
- Oversee Board meetings and the General Assembly;
- Ensure that EPR is in line with the General Data Protection Regulation (GDPR) rules and the Belgian NGO legislation

## External Representation

The Secretary General is the leading spokesperson of the EPR network and represents its members towards high-level policy makers and other stakeholders in the community.

The Secretary General is responsible for developing and maintaining strong relationships with EPR members and other stakeholders such as European institutions, national and regional policy makers, and other relevant interest groups on the field of Rehabilitation.

The Secretary General represents EPR in policy debates and discussions of strategic importance to the EPR members and the mission of the network.

## Candidate Profile: Skills and Competences

The successful candidate is expected to have an open and engaging style of leadership. S/he is a motivated and inspiring leader with solid team-building and people, HR management skills. In addition, the successful candidate will be confident speaking to large audiences, presenting to high-ranking officials in public policy and the wider community.

The successful candidate will be able to pursue the strong vision for the network and provide a solid operational leadership. The EPR board is looking for a professional with a deep understanding of the rehabilitation sector of all kind of disabilities, and solid experience in association management. The successful candidate will also ideally have a deep and wide network in local, regional and EU institutions.

## Skills

- Presence, vision and drive: strategic mindset, impact-driven and result-oriented, decisive, engaging, attentive and persuasive;
- A clear and confident advocate and excellent communicator;
- Well-honed political skills including judgement, neutrality, diplomacy and discretion;
- Energetic networker, innovative and with ability to create and seize new opportunities.
- Talent manager in a multi-cultural team.
- Leadership and excellent planning
- Create a learning culture between the EPR partners to build excellent services towards quality of life for our clients.

## Knowledge

- Excellent knowledge of rehabilitation and/or social sector realities in Europe, and of challenges and opportunities for service providers on rehabilitation at European level;
- Excellent knowledge on group dynamics through mutual transnational Learning;
- Advanced knowledge of how local/regional government is constituted and operates practically in at least one EU member state;
- Very good understanding of EU institutions, policy making and funding programmes;
- Fluency in English, knowledge of another official European language.

## Experience

- A successful track record in senior management, including management of staff and budgets in a multicultural environment;
- Experience with network leadership, the functioning of membership organisations or similar umbrella organisations, ideally in a public policy context;

- Experience of minimum 3 years working in or with social ( health, welfare and employment governments (and related agency and companies);
- Track record of working in an EU political environment and influencing policy at this level.

## Desirable

- Experience of working with and advising politicians of different political persuasion;
- Track record of working in an EU political environment and influencing policy at this level;
- Experience with media and strategic communication for visibility and influencing purposes;
- Experience with fundraising, accessing EU funding and project/programme development;
- Experience of working in an international political environment;
- Additional language skills would be an asset.

## Employment Status

The candidate should be eligible to work under a Belgian employment contract and will pay taxes in Belgium. The place of work will be Brussels.

## Diversity and Inclusion

EPR ensures equal opportunities, treatment and access to all candidates regardless of their sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation..

## Recruitment Process

If you wish to apply for this position, please send your CV and motivation letter to [recruitment@epr.eu](mailto:recruitment@epr.eu) and this for the 5th of May. Please indicate in your mail if you would like to take part on the information session planned at the 10th of May at 8 pm Brussels time by MS Teams. Selected CV's and motivation letters will receive a link on the 8th of May.