POST OF EXECUTIVE DIRECTOR

The European Transport Safety Council (ETSC), an international non-governmental organisation providing a European focus for the identification and promotion of measures aimed at reducing the number and severity of transport crash injuries in Europe, is seeking a new Executive Director.

Introducing ETSC

The European Transport Safety Council (ETSC) is the only international EU non-governmental organisation which has transport safety as its sole focus. ETSC was established in 1993 to identify and promote measures aimed at reducing the number and severity of transport crash injuries in Europe (*www.etsc.be*). ETSC provides a source of impartial advice on transport safety to the European Commission, the European Parliament and to all with transport safety interests and responsibilities in Europe.

Membership of its Main Council - the main policy forum of the Council - comprises representatives from 38 organisations with a strong interest in safety. ETSC's receives funding from the European Commission, through membership subscriptions and sponsorship from member states and companies. The organisation is managed by ETSC's international Board of Directors with a secretariat based in Brussels. The working language of the organisation is English.

Executive Director – role and responsibilities

Reporting to ETSC's Board of Directors, which meets three to four times a year, the primary responsibilities of this post are:

- through management of the secretariat and the ETSC network to identify and promote, from an impartial stance, agreed research-based priorities and targeted recommendations for action on transport safety in Europe to EU, national and local policymakers.
- to help provide strategic vision for the development of the organisation, its role in Brussels and the direction of its activities and to provide targeted recommendations for implementation.

The primary management functions of this post are:

- Developing and managing ETSC's core activities as well as the programmes funded by both governmental and corporate partners/sponsors;
- Securing programme funding support from the European Commission, Member States and ETSC's key corporate sponsors;
- Developing and maintaining an expanding network of member organisations from across Europe (currently 38) and the member subscription scheme;
- Managing large networks of Europe's leading independent transport safety experts brought together in several programmes;

- Managing and contributing to the preparation of newsletters, reviews, policy papers and other policy documentation;
- Directing ETSC's Government, Parliament and media liaison;
- Directing and organising annual international events including conferences, lectures and parliamentary briefings;
- Editing ETSC reports, briefings and newsletters;
- Representing ETSC in policy and technical fora;
- Taking full financial responsibility for ETSC's annual budget and working with ETSC's financial officer to present regular accurate financial management information to the Board.

Executive Director – key qualities needed

The successful candidate is likely to be able to demonstrate:

- At least 5 years experience in a transport safety environment
- Understanding of national and EU policymaking processes and the role of the non-governmental sector in securing improvements in transport safety
- Experience in raising funds for project and campaign activity
- At least 5 years leadership of a project management
- Excellent organisational skills
- The ability to communicate specialist technical knowledge orally and in writing to a non-specialist audience
- Oral and written fluency in English, which is the working language of the organisation
- Oral and reading ability in one other, and ideally two other Community language(s)
- The flexible approach needed to manage and work in a small dynamic team

Hours
Brussels-based 37½ hours per week

Holidays
28 days per year

Salary
Competitive NGO salary; depending on age and experience

Candidates should apply in writing explaining how their experience matches the criteria set out above and including a CV by 30 November 2007 to:
Professor Herman De Croo MP
Chairman of the Board of Directors
European Transport Safety Council
20 Avenue du Celtes, B-1040 Brussels
by e-mail only, to be sent to : j.beckmann@etsc.be
Interviewing will take place in December 2007

October 2007