Call for Executive Director

October 2024

The European Federation of Geologists seeks to appoint an Executive Director for its head office in Brussels. The successful candidate will ideally start in March 2025, but the application will remain open until the position is filled with a suitably qualified and experienced individual.

Who are we?

The European Federation of Geologists (EFG) is a professional organisation representing geoscientists from all over Europe. It was established in 1980 and includes today 27 national associations as members.

EFG's mission is to promote excellence in the application of geoscience across Europe, to represent the professional European associations of geologists, and to create public awareness of geoscience's importance to society.

The goals of the EFG are to contribute to public safety, sustainable development, the responsible use of natural resources, wealth creation and the effective prediction, prevention and mitigation of natural hazards through cooperation with other experts and effective communication with the public.

As the geological organisation of choice for National Associations throughout Europe seeking representation within the EU, and for policymakers seeking expertise, we aim to be recognised globally through our international network of partnering organisations and respected as a federation steeped in values that sustainably balance the needs of all humanity with that of our planet.

Our strategy

The Executive Director will play an important role in delivering the EFG's current strategy, which was approved by its governing Council in late 2023. The EFG strategy can be found at https://eurogeologists.eu/strategy/

Our structure

The governing body of the European Federation of Geologists is its Council, in which each member is represented by a national delegation, normally composed of two delegates. The Council meets once a year in one of the member countries, usually in May or June. There is also a working Council Meeting in Brussels in November or December.

The executive authority of the Council resides with the Board, which comprises a President, Vice-President, General Secretary, Treasurer and External Relations Officer.

The legal seat and office of the EFG are located in Brussels, where the Executive Director is based. The EFG Executive Director is responsible to the EFG Board for the day-to-day management and operation of the EFG Secretariat. The Secretariat also includes an Office Manager, a Communication manager, a Communication Officer and two Project officers.

Position and Salary

Title: Executive Director

Annual gross salary: first year contract 65.000€ + incentives based on performance to be negotiated.

Line Manager: EFG External Relations Officer

Responsible for: All EFG secretariat staff (temporary, contract, full time)

Type of contract: Consultant, full-time position.

Location: job-based in Brussels.

Initial contract for 1 year, renewable on a biennial frequency afterwards.

Summary of tasks (objectives and scope):

- The Executive Director is entrusted by the EFG Board with the daily management of the Association as defined in the Article 13 of the EFG Statutes – Issue: 4 - Approved November 2017 (https://eurogeologists.eu/wp-content/uploads/2018/02/EFG_STATUTES_2017_final.pdf).
- The ED is responsible for the operation of the EFG Office as 7defined in the EFG Statutes and Regulations N4 'Operation of the Office' – Issue: Ver 7, Date: May 2018, approved by the EFG Council (https://eurogeologists.eu/wp-content/uploads/2018/05/Reg-N4-Ver-7-May-2018.pdf).

Responsibilities:

- Daily financial management of the EFG. This includes being responsible for ensuring that association expenditures align monthly and annually with the approved budget;
- Day-to-day staff management and monitoring the working performances of permanent and contract staff. Supervision of EFG office staff, Project Managers, Project Controllers etc., ensuring that the work programmed and executed corresponds effectively to that agreed with partners and other stakeholders;
- Establishing financial requirements, jointly with the acting responsible board member(s);
- Complying with the defined EFG 2023-2027 strategy to achieve the objectives, and defining the strategy to achieve these objectives in the short and medium term (yearly Action Plans), including setting targets and reporting this to the EFG board;
- Prompt reporting (i.e. annual, periodical etc. reports) for the European Commission and the preparation of other operational documents (i.e. Bylaws, contracts) of the EFG;
- Establishment on behalf of EFG of constant and active communication with policy-makers, decision-makers and various stakeholders, including the EFG members, in accordance with EFG 2023-2027 strategy and specific Targets as indicated by the Board;
- Representation of the EFG in public if needed.

Minimum requirements:

1. BSc Management, Engineering, Geosciences or equivalent (or higher);
2. Proven affinity with geology/earth sciences;
3. Minimum working experience of 5 years in international organisations preferably linked to European affairs, geoscience professional activities or consultancy (additional work experience in leadership positions is an advantage);
4. Deep understanding of the EU's political context and workings of the European institutions and other relevant bodies.
5. Leadership and self-leadership (self-starter and self-motivating) capable of managing their own work);
6. Ability to communicate clearly in English, verbally and in writing (level C1 or higher), and strong presentation skills;
7. Capacity to adapt to rapidly evolving circumstances while upholding established structures;
8. Stationed in or near Brussels and willingness to travel regularly, mainly in Europe;
9. Basic knowledge of French and/or Dutch will be considered as an added value.

How to apply:

To apply for this position, please send a copy of your CV together with a cover letter explaining your interest in the role to info.efg@eurogeologists.eu

Please make sure that your application is in line with criteria set out in the person specification. Please check that you entered the correct contact details, and it would be appreciated if you could notify us of any dates when you will not be available for an interview.

Deadline for the application submission:

The EFG Board is keen to make an early appointment, but the position will remain open until filled by a suitably qualified and experienced candidate.