



Job offer: EXECUTIVE DIRECTOR

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The European Psychiatric Association (EPA):

The European Psychiatric Association is the largest international association of psychiatrists in Europe, with active members in 88 countries. It includes leading experts covering the interests of psychiatrists in academia and in practice. The EPA deals with psychiatry and its specialised disciplines, focuses on the improvement of care for the mentally ill and on the development of professional excellence. The EPA represents individual members, as well as 44 National Psychiatric Associations across Europe. Its main activity is the organisation of scientific events, in particular the European Congress of Psychiatry once a year in a European city.

Our current Executive Director will be returning to the United Kingdom at the end of the year, and we are therefore looking for a new EPA Executive Director who will work closely with the EPA Executive Committee, Board, and Team to advance the mission and vision of the Association, overseeing the work and day to day operations in our offices in Strasbourg and in Brussels, as well as ensuring EPA Compliance with the legal and administrative requirements in both France and Belgium.

Main duties and responsibilities include:

1. Leadership and Strategic Direction:

- Work closely with the President and Executive Committee, to lead on innovation and change to enable EPA to adapt to constantly evolving contexts.
- Oversee the development of the various working plans of the Association, including its long-term strategy.
- Act as advisor to the EPA President, the Executive Committee, and the Board

2. Staff Management:

- With the EPA Secretary General and the EPA Director of Governance & Administration work to recruit, engage, and develop a team that works well together.
- Supervise and support the EPA team in the delivery of the various work streams related to the Association: governance, operational committees, Sections and Task Forces, membership (individual members and National Psychiatric Associations), and the EPA Congress and Educational-related activities.

3. Engagement and Policy Matters:

- Work with the EPA President and EPA Scientific & Policy Officer to develop and monitor the EPA engagement in EU-related matters, to leverage and maximise our presence in Brussels
- Represent EPA when, and as, needed in project meetings, external meetings and events, etc

4. Business Development and Financial Sustainability

- With the EPA Director of Finance & Operations, develop the EPA forecast and budgets
- Oversee and monitor the financial management of EPA income and expenditure



- Monitor the landscape for opportunities related to external sources of funding for EPA activities, in close liaison with the EPA Treasurer and the EPA Director of Finance & Operations

5. Other activities as needed or requested by the EPA President or Executive Committee.

Profile:

- University degree in a relevant discipline
- Minimum 5 years' experience in association management, preferably at (Executive) Director level
- Excellent communication skills in English (fluent oral and written)
- Working knowledge of French required, other languages a plus
- Knowledge of EU policy making, including EU institutions and EU policy frameworks
- Understanding of Belgian and French legal and HR frameworks

Working conditions:

- Location: Based in Strasbourg, France, with regular visits to Brussels
- Reports to the EPA President and Executive Committee
- Full time permanent contract (CDI)
- Some travel in Europe, sometimes during weekends
- Remuneration and benefits dependant on experience

Please note:

Candidates should have authorisation to work in France.

First interviews will take place virtually, in September, with second interviews to be held in person, in the first week of October. The start date for the role is ASAP, or 1st December at the latest.

Contact:

If you have any questions about the role, please contact Ms Margaret Walker at margaret.walker@europsy.net for a confidential conversation.

Please send your **CV and motivation letter** to margaret.walker@europsy.net by 10th September at the latest.

For more information on the EPA: <https://www.europsy.net>.