



Organisation: European Association for Palliative Care

Job Title: Chief Executive Officer (CEO)

Location: Flexible within Europe (requires frequent travel)

Position type: Full time

Accountable to: EAPC President and board

Reporting to: EAPC President

Background:

The European Association for Palliative Care (EAPC) is a not-for profit membership organisation founded in 1988. The EAPC is the leading organisation dedicated to promoting and developing palliative care across Europe. EAPC supports professionals and national palliative care associations, facilitates and participates in research and education, and advocates for policies that improve the quality of life for patients with life-limiting illnesses and their families. The EAPC organises and delivers an annual palliative care world congress.

Role and Function:

The CEO of EAPC will provide management and leadership of the organisation, implementing the strategic direction to the organisation as directed by the Board. The CEO will be responsible for the overall management, development, and growth of EAPC, ensuring its mission and goals are achieved. This role requires a dynamic, forward-thinking leader with an excellent understanding of palliative care and the ability to engage with a range of stakeholders across Europe and beyond.

Key Responsibilities:

1. Strategic Leadership:
  - Working with the Board, to develop and implement the strategy in alignment with EAPC's mission and goals.
  - Provide leadership to guide the organisation in its growth and development.
  - Stay informed of trends and advances in palliative care to ensure EAPC remains at the forefront of the field.
2. Board Relations:
  - Act as an organisational adviser to the Board of Directors to support their informed decision making
  - Report to the Board on organisational progress and serve as the primary liaison between the Board and the head office team.
  - Attend and present at Board meetings
3. Organisational Management:
  - Oversee organisational governance to include risk management and human resources processes, ensuring compliance with relevant regulations and laws
  - With the operations manager, ensure efficient and effective management of the operational activities of the EAPC.
  - Lead, inspire, and manage a diverse team of professionals.
  - Foster a culture of collaboration, inclusiveness, innovation, and excellence within the organisation.
4. Financial Management:



- Responsible for financial governance, including obligatory annual reporting and filing of organisation accounts
  - Develop and manage the organisation's budget working with the EAPC treasurer, ensuring financial sustainability.
  - Provide financial reports to the Board every quarter and to the EAPC General Assembly annually.
  - Identify and pursue funding opportunities, in consultation with the Board
  - Ensure transparent and accountable financial practices.
  - Responsible for setting and overseeing EAPC congress budgets
5. Stakeholder Engagement:
- Build and maintain strong relationships with EAPC members, partners and other stakeholders.
  - Represent EAPC at national and international forums, conferences, and events, in consultation with the EAPC president
  - Advocate for policies and practices that advance palliative care across Europe.
6. Development and Implementation of work:
- Oversee the development, implementation and evaluation of activities and initiatives that support EAPC's mission
  - Ensure work is impactful, and aligned with the needs of EAPC members and the palliative care community.
7. Communication and Advocacy:
- Serve as the key spokesperson for EAPC, alongside the Board President, promoting its mission and work.
  - Advocate for the integration of palliative care into healthcare policies and systems.
  - Ensure effective communication with members, partners, and the public.
8. Performance management
- Establish and monitor key performance indicators to assess organisational performance
  - Promote professional development and growth within the head office team
9. Accountability
- Annual personal appraisal with the Board President and representation

#### Qualifications:

- Five years of proven experience in a senior leadership role within healthcare, academia, or a non-profit organisation, preferably related to palliative care.
- Master's degree in a relevant field (e.g. healthcare management, business administration healthcare professional, public health).
- Strong non-profit organisation financial management and negotiation skills.
- Excellent communication, advocacy, and interpersonal skills.
- Strong understanding of palliative care practices, policies, and challenges across Europe.
- Exceptional tactical and strategic thinking and planning skills.
- Demonstrated ability to lead and inspire a diverse team.
- Ability to travel as required.

#### Personal Attributes:

- Ability to fluently speak and write in English
- Visionary leader with a collaborative approach and proven management skills.



- High level of integrity, professionalism, and ethical standards.
- Culturally sensitive with the ability to engage with diverse stakeholders.

Applicants must be based in Europe or be eligible to work in Europe.

Application Process:

Interested candidates should submit their curriculum vitae, a covering letter (including a statement of how they meet the job specifications) and contact information for three references (referees will only be contacted with the candidates permission):

Applications should be addressed to the EAPC President Jeroen Hasselaar and emailed to:

[Christine.harvey@eapcnet.eu](mailto:Christine.harvey@eapcnet.eu)

Closing date for applications: 30<sup>th</sup> September 2024