

# Vacancy Notice for Secretary General of ARC

## Description of ARC, AISBL

The Airport Regions Conference (ARC), AISBL, is an association of regional and local authorities across Europe with an international airport situated within or near its territory. The ARC brings together a wide range of expertise at the interface of air transport and local and regional policies. A common concern is to balance the economic benefits generated by the airports with their environmental impact.

More information can be found on our website [www.airportregions.org](http://www.airportregions.org)

## The Role of the Secretary General

The Secretary General is responsible to the President and the Executive Committee, and can be dismissed by the Annual General Meeting.

The Secretary General acts in practice as the Managing Director of ARC, carrying out all decisions taken by the ARC and he/she organises the work according to the business plan and the budget in an efficient way to meet the need of the ARC and the interest of the ARC members.

The main functions of the Secretary General are related to:

1. the functioning of the ARC,
2. communication inside and outside the organisation
3. representation of the members interests in aviation debates
4. project management and development

### **The Secretary General ensures the proper functioning of the ARC:**

- o Establishing and reporting to the Executive Committee and to the General Assembly a workprogramme and related budget
- o Organising the work of the Executive Committee and of the General Assembly (preparation of meetings, agenda, reporting and minutes...)
- o Ensuring proper supervision of the small Brussels-based Secretariat (recruitment, human resource management, office operation...)
- o Ensuring proper and transparent procurement for all tasks related to the daily functioning of the organisation and for the implementation of new missions
- o Strategizing the evolution of the organisation through definition, implementation and reporting on the strategy of the ARC
- o Expanding the ARC network through the active recruitment of new members

### **The Secretary General is responsible for communication inside and outside the ARC:**

- o Animating the ARC network through the organisation of the relevant activities, working groups, workshops, partners' meetings

- o Bringing knowledge and information to members through adequate means,
- o Conveying coherent visibility for the organisation using all available digital platforms.
- o Creating the opportunities to ensure the visibility of the organisation and its members in international conferences

### **Representation of the members' interests in aviation debates**

ARC is the sole organisation representing regional and local authorities in aviation debates at European level. As such the Secretary General has to:

- Provide adequate level of information to the members for the adoption of positions that will be defended on the aviation topics
- Prepare policy and position papers
- Promote the positions amongst the partners and to the decision makers
- Participate in working groups, hearings, technical and expert groups as deemed necessary

### **Project management and development**

In order to support the ARC strategic objectives, the ARC is a full partner in several EU-Funded projects from programmes ranging from INTERREG to H2020.

The Secretary general will be responsible for on-going projects:

- Managing and reporting
- Ensuring full compliance of ARC actions with the programmes' rules
- Ensuring that the projects deliverables are provided in accordance with the application forms

The Secretary General will also be tasked to:

- identifying new project opportunities
- ensuring the participation of the ARC in additional project applications

The ideal candidate will have:

### **Indispensable**

- Outstanding knowledge of local and regional authorities
- Practical and in-depth experience of the functioning of international regional networks
- Excellent knowledge of transport policies at local, regional and European levels
- Knowledge and experience of EU institutional and policy decision-making processes
- Capacity to synthesize complex issues into policy papers and capacity to represent these position in front of expert audiences
- Capacity to speak in public and convey important messages
- Capacity to maintain and develop the existing network of the organisation in Brussels
- Capacity to represent the organisation in international fora
- Capacity to build consensus and foster relationship between member regions
- Administrative experience in managing EU projects, and related reporting
- Experience and ability to work and lead in a multicultural environment
- Experience in negotiating
- Excellent command of English, both written and spoken
- To have a positive attitude for travelling, nationally and internationally
- To accept irregular working hours

## Desirable

- Experience of managing non-profit, particularly international or European non-profit organisations
- Thorough understanding of aviation policies is a plus
- Any additional language is a plus

The ARC Secretariat is located in Brussels. Whilst a substantial part of the work is to be undertaken in Brussels, the position also requires a significant amount of travelling, sometimes on short notice.

All modalities are to be defined with the selected candidate according to their profile. The application shall consist of a CV, and a motivation letter.

All applications have to be submitted before **30 October 2017** to the following e-mail address ([info@airportregions.org](mailto:info@airportregions.org)). An acknowledgement of reception will be sent. If the candidate does not receive this within 3 working days, they are kindly requested to contact again the ARC Secretariat.

The Secretariat will not answer questions related to this position.

Membership from within the member regions are encouraged.

## Description of the recruitment Procedure

The ARC Executive Committee is the board of political delegates to whom the ARC Assembly (all members) have delegated the mission to overview the functioning of the association, and to prepare the main decisions related to the association.

The ARC General assembly is the main decision-making body of the ARC, where each member region can vote with one vote. A member region can hold proxies from other member regions. Member regions must have paid their membership fee to be allowed to vote.