



CANDIDATE BRIEFING PACK
FOR THE POSITION OF

EXECUTIVE DIRECTOR
EUROCARERS

20th June, 2025



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Application Process

Candidates for this role may be sourced through both advertising and executive search. In line with its Gender Equality Plan, Eurocarers is seeking a balanced pool of candidates.

All applicants will receive an acknowledgement of their application and all will be assessed based on the criteria specified for the role.

A short-listing process will be utilised based on the information supplied in the Curriculum Vitae and the cover letter.

Candidates selected from the short-listing process will be invited for an initial interview in September 2025.

It is likely that a small number will be called for second interview, in which case they may be asked to prepare a presentation in response to a possible case study or proposed business scenario.

To apply for this position, please email a comprehensive CV and supporting letter to John Dunne, Chairperson, Eurocarers (jdunne@familycarers.ie)

Application closing date

18th August, 2025 before 17h00 CET

First Interviews *

17th September, 2025

Second Interviews *

29th September, 2025

**dates indicated may change*

Job Description

EXECUTIVE DIRECTOR

Contract type: Full-time, indefinite duration

Location: The Eurocarers secretariat is based in Brussels but the successful candidate will be required to travel extensively to attend relevant meetings, events and conferences.

Working hours: 38 per week (the role requires flexibility and the salary offered is inclusive of payment for work outside normal hours).

Salary: €5,000 - €7,000 per month. Additional benefits include a representation allowance; pension and hospitalisation insurance; 10 added days to statutory entitlement of 20 days of leave; and a 'thirteenth month' of salary.

Overview of Role

This is a significant opportunity for a proven, inspiring leader to contribute to Eurocarers' next phase of development and shape policies that influence the future of care in Europe. Reporting to the Board of Directors through the Chairperson, the Executive Director leads the development and implementation of the organisation's mission and strategic goals. The appointed person will bring vision, strategic leadership and effective management across all aspects of the organisation and will develop effective relationships with senior decision-makers in EU agencies and EU NGOs.

Organisational Relationships

Reports to: Board of Directors through the Chairperson

Direct reports: All staff members in the secretariat report to the Executive Director

External liaison: Members, EU institutions, funders, EU-level NGOs and other strategic partners

Main Responsibilities

Strategic Leadership:

- Provide visionary leadership to the organisation, fostering a culture of excellence, innovation and continuous improvement;
- Work closely with the Board of Directors to create and implement strategic plans that align with Eurocarers' priorities and objectives;
- Establish clear priorities and execute decisions with diligence, energy, responsiveness and resilience;
- Demonstrate high ethical standards and integrity in all professional activities, and ensure transparency, confidentiality, and accountability in decision-making and communication.

Operational Management:

- Establish and maintain a positive organisation culture that attracts, retains and develops talented employees with high professional standards;
- Lead an effective staff team, providing guidance, support and dealing promptly with any interpersonal or performance issues;
- Ensure best practice in the recruitment and management of staff;
- Oversee the management of the organisation's finances by effective budgetary and cash flow management and strengthening the balance sheet;
- Grow and diversify income streams in support of the strategic plan objectives;
- Ensure compliance with all legal, regulatory and funding requirements;
- Provide timely and accurate reports to the Board on all elements of the organisation's activities;
- Monitor risk exposure and recommend mitigation measures to the Board of Directors as necessary.

Policy & Advocacy:

- Influence and disseminate EU policies of relevance to informal carers;
- Lead the development and implementation of policy and advocacy initiatives that synthesise complex issues and support Eurocarers' mission and objectives;
- Communicate compelling policy positions to politicians and senior officials with conviction, force and tact;
- Ensure that Eurocarers' research activities contribute to the evidence-base for better policy and services in support of informal carers throughout Europe;
- Ensure that strategic issues affecting informal carers are identified and addressed in a timely and coherent manner.

Capacity Building:

- Direct capacity-building projects strengthening support systems for informal carers at regional and national level;
- Link these with existing Eurocarers grassroots carer initiatives and foster supportive solidarity mechanisms (e.g. buddying and coaching);
- Position Eurocarers more prominently as a 'catalyst' for practical support to members and nations;
- Foster political commitment in the countries applying for support – build around a 'care/carer in all policies approach' to expand potential sphere of influence.

Communications & Relationship-building:

- Represent Eurocarers at events, conferences, and meetings in a manner which enhances the organisation's reputation and influence and strengthens the Eurocarers brand;

- Build and maintain strong relationships with member organisations, the EU Commission, the European Parliament and EU level NGOs;
- Expand the membership of Eurocarers and stimulate the development of carer advocacy at regional, national and EU level.

Undertake other duties as may be required and assigned by the Organisation from time to time.

Skills, Experience & Personal attributes

The ideal candidate will be able to demonstrate the following in their professional history:

- ✓ Effective management of an advocacy, policy or non-profit organisation (ideally at international level);
- ✓ Excellent stakeholder engagement and networking skills (track record of effective engagement with EU institutions highly desirable);
- ✓ Successful track record in funding acquisition and fulfilment of funding agreements from diverse sources, including EU funding programmes;
- ✓ Powerful written and oral communication skills, fluency in English and one of the official languages of Belgium (additional languages an advantage);
- ✓ Superior analytical, problem-solving, and report writing skills;
- ✓ Excellent IT Skills;
- ✓ Desirable attributes: Personal presence, practical and solution focused, team oriented, reliable and accountable, collaborative, diplomatic and flexible.

Behaviours

The successful candidate will demonstrate the following behaviours:

People Focus

Leadership – Creates a vision and/or demonstrates a passion for working towards its achievement, bringing people with them.

Team Work – Helps to build highly effective working relationships within and across teams.

Managing External Relationships – Consistently presents a professional image of Eurocarers when dealing with external stakeholders.

Business Focus

Commercial Acumen – Demonstrates a clear commercial focus, building relationships to benefit Eurocarers. Understands financial accounts and budgets.

Management of own performance – Sets and/or delivers on clear and challenging objectives supported by regular review and feedback to ensure that Organisation goals are achieved and exceeded.



Open Communication – Communicates openly and honestly while considering the needs of those involved. Ensures that appropriate information is shared and understood. Promotes an environment of trust and confidentiality.

Development Focus

Innovation – Seeks opportunities to continuously improve work practices. Thinks creatively to develop new approaches and initiatives.

Openness to Change – Adopts a positive approach to change, recognising the Organisation's need to evolve and progress.

Additional Information

Additional information on different aspects of the Eurocarers' activities is accessible on the organisation's website (www.eurocarers.org)

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| Annual Report 2024: | https://eurocarers.org/product-category/ar/ |
| Network Development Strategy 2023–2030: | https://eurocarers.org/strategy/ |
| Membership: | https://eurocarers.org/membership/ |
| Projects: | https://eurocarers.org/projects/ |
| Policy submissions: | https://eurocarers.org/policy-work/ |
| Research: | https://eurocarers.org/research/ |
| Publications: | https://eurocarers.org/publications/ |
| Statutes and internal rules: | https://eurocarers.org/about/ |