



LuCE Executive officer

JOB DESCRIPTION

Job title: Executive officer

Reports to: The LuCE board

Location: Remote

Basis: Consultancy contract (2-3 days per week)

Duration: One year initially, with scope to extend for a further three years

Remuneration: Competitive salary in line with experience

Application: Please email your CV and accompanying cover letter to Dr Anne-Marie Baird (President, Lung Cancer Europe - bairdannem@gmail.com) by **Friday, 5th March 2021** with 'Ref: Executive officer' in the subject bar.

Who are we?

Lung Cancer Europe (LuCE) is a non-profit patient umbrella organisation, working at the European level to improve outcomes for people impacted by lung cancer at all points of the care pathway. We are a dynamic and growing organisation with 31 members covering 21 European countries (as of 31/01/2021). LuCE is a member driven organisation, which is led by a volunteer Executive board with two contracted staff members covering Project Management and Communications.

What is the role?

Given our continued growth, we now wish to recruit an Executive officer, who will help us to increase our activities, and undertake the management and daily running of the organisation. The individual will help to advance the mission of LuCE, including the expansion and implementation of projects, and funding diversification. The individual will conform to the highest standard of integrity and transparency, provide guidance and direction, and work with

the LuCE board, staff members, member organisations and partners to achieve common goals to help people impacted by lung cancer.

Board Governance

- Responsible for communicating effectively with the LuCE board, and providing, in a timely and accurate manner, all information necessary for the board to function properly and make informed decisions
- Prepares a monthly written update report for the LuCE board each month
- In co-operation with the LuCE president, prepares the meetings of the LuCE board and the Annual General Meeting and follows up decisions therein

Governance

- Ensures commitment to and compliance with all applicable laws and regulations; including governance document updates
- Acts as a representative of the organisation towards providers, external stakeholders etc.
- Ensures the delivery of the organisation's action and strategic plans

Financial

- Work closely with the treasurer and accountancy agency to oversee the fiscal management of the organisation and ensure the effective management of LuCE's budget
- Responsible for fiscal management and operates within an approved budget to ensure a healthy financial position of LuCE
- In collaboration with the LuCE board, ensures rigorous financial planning and budgeting
- Assists with the preparation of budgets required for the LuCE Action Plan and any other activities
- Liaises with partners about financial support requests
- Develops and implements a fundraising strategy to ensure financial sustainability, including new avenues of funding

Leadership

- Line manages the Project manager and Communications staff
- Assists with the preparation, delivery, and execution of the LuCE strategic plan
- Ensures the development, delivery, and execution of the LuCE Action Plan
- Liaises with staff members, partners and members as required

Communication

- Ensures the LuCE communication strategy is further developed and implemented (online and social media presence)
- Liaises with member and partner organisations, and external stakeholders
- Develops and oversees a plan for building the LuCE membership base

Administration

- Organises hotels and conference facilities and other logistic requirements for LuCE meetings (e.g., registration, reimbursement)
- Organises logistics for conference attendance as required (e.g., ESMO, World Conference on Lung Cancer)
- Other *ad hoc* activities as requested by the LuCE board

What are the requirements?

Essential

- A university degree
- Fluent spoken and written English (Level of C1 of the Common European Framework of Reference)
- At least 5 years' experience in an administrative or executive role
- Organisational and budget management experience
- Capacity to coordinate multiple activities
- Ability to build effective working relationships, both internal and external
- Willing and able to work flexible hours e.g., evening meetings and attending conferences

Desirable but not essential

- Knowledge of the workings of non-profit organisations or other organisations in the charity sector
- Experience in securing funding from diverse sources
- Knowledge of the EU health environment
- Knowledge of the cancer world especially lung cancer

Personal attributes

- Demonstrate a commitment to the vision and mission of LuCE
- Excellent communication skills – written and verbal
- Ability to work in a diverse multi-cultural environment
- Solution-orientated with a creative attitude
- Empathetic and diplomatic attitude