

# — **Managing Director** Fire Safe Europe



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Fire Safe Europe (FSEU) is the first European Association advocating for fire safety in buildings with an active Community of 600+ fire experts. Their mission is to improve fire safety in buildings for people and society.

Fires in buildings are bigger, more unpredictable and more dangerous than ever before, and many of the current regulatory requirements around fire safety in buildings are not providing an adequate level of fire protection for European citizens. Fire Safe Europe works constantly to change this status quo by working with experts, policy and decision makers to ensure that people and communities across Europe are safe from fire in every building they spend time in. Their work covers relevant EU policy issues including: Buildings Sustainability, Construction Product Regulation, Facades, FIEP, Fire Safety Engineering and Smoke Toxicity. Fire Safe Europe is the centre for expertise, networking and resources on fire safety in buildings.

FSEU's European Fire Safety Community offers a permanent place for fire safety stakeholders to connect, pool knowledge and work collaboratively on solutions to improve fire safety in buildings.

The Community is working on the most ambitious project: The Fire Safety Rating Scheme in Buildings. The project is organised around four topics which are cornerstones of a holistic and accessible fire safety assessment for buildings: data collection & analysis, sustainability, social justice and model fire safety assessment.

Today, Fire Safe Europe members are researchers, architects, associations, fire engineers, firefighters, and companies manufacturing and supplying cables, concrete, ceilings, fire protection equipment, flame retardants, insulation, sealants and more. Together they are working to make Europe fire safe.

For further information, download the 2020 Annual Report and visit the website here [www.firesafeeurope.eu](http://www.firesafeeurope.eu)

After eight years with FSEU, Juliette Albiac, the current Managing Director is leaving to start a new chapter of her life. Hence, the Board of FSEU has appointed Dober Partners to recruit a successor to drive FSEU's growth plans and ambitions. This brief document lays out the job description and process to apply for this exciting position.

## Job Purpose:

- The Managing Director is appointed by, and reports to, the Board of Directors with the primary responsibility of leading the implementation of the Fire Safe Europe Program
- The Managing Director is also responsible for preparing the Board of Directors meetings, the Core Team meetings, the Tasks Forces meetings and the Members Assembly, as well as minuting and implementing their decisions
- The Managing Director represents the Fire Safe Europe Association internally and externally under a mandate from the Board
- Be the face of FSEU in the European arena, provide strong advocacy to key stakeholders and strengthen the fire safety agenda
- Ensure effective communication to key European stakeholders

## Program Coordination and Communication:

- Implements FSEU strategy, develops the annual program and supporting actions/projects
- Proposes annual updates to FSEU Program according to changing environment and evolutions
- Provides support to FSEU Task Force Members and National Ambassadors to develop, implement and report on their respective actions
- Identifies needs, develops and optimises tools and structures to improve the coordination and implementation of the FSEU programme and the communication of the FSEU Message
- Proposes and coordinates the FSEU's communication plan

## Association Administration:

- Proposes the FSEU annual program and budget to the Board of Directors
- Coordinates the FSEU annual working calendar
- Prepares and minutes the Board of Directors meetings and the Members Assembly
- Represents the FSEU to various stakeholder and media under Board mandate
- Implements the decisions of the FSEU's Managing bodies (Members Assembly and Board of Directors) and coordinates the working structures (Task Forces, Core Team, Advisory Panels), integrating feedback into the overall planning and function
- Chairs Core Team
- Provides general support, advice and guidance to the FSEU's Managing and working structures
- Plans and ensures the delivery of projects and reporting their performance
- Delegates tasks to the FSEU secretariat and external partners/suppliers
- Manages the FSEU secretariat team and reports performance

**Accountability:**

- Monitors and reports on the performance of the FSEU annual program, budget and actions/projects and take corrective actions whenever necessary under the mandate of the Board of Directors
- Coordinates the annual reporting and proposes the reports to be published
- Manages the relations and problems with the FSEU Members
- Maintains the FSEU official records updated
- Coordinates Crisis management
- Coordinates, edits, reviews and continuously improves the FSEU's communications and publications

**Growth:**

- Drafts, proposes, coordinates and reports on the performance of the FSEU and its Community to expand the reach and impact of FSEU
- Develops Memberships and Partnerships
- Identifies and seizes sponsorship and funding opportunities

**Experiences:**

- University degree in a related field (with preference in communication)
- Several years of progressive project management experience, with at least 5 years' successful experience in a relevant field
- Experience within a membership-based industry association
- Technical proficiency (good knowledge of European policy, communication, project and network management) necessary to understand the job requirements. Fire Safety is a plus.
- Demonstrated ability to build consensus, ensure effective coordination and management of advocacy projects/campaigns and credibly lead others by action

- Ability to work in a multi-cultural and multi-lingual environment
- Capacity to effectively motivate teams of diverse individuals to perform consistently on a daily basis
- Creative and innovative with strong problem-solving skills
- Ability to make decisions and achieve goals
- Organised, proactive, customer service-oriented mindset
- Analytical and attention to detail
- Ability to work effectively from outside the office environment

**Emotional intelligence:**

- Trustworthy and professional in dealing with confidential and sensitive information
- Emotionally intelligent, stress-resistant, practical, flexible and versatile
- A real team player with a strong capability for developing personal networks

**Skills:**

- Dynamism and can-do attitude
- Organisational skills, pragmatism; ability to work quickly, efficiently and effectively
- Strong time management skills and ability to multi-task and prioritise work
- Strong communication skills (written and verbal)
- Language skills - Fluent in English and good knowledge (both written and oral) of French





Dober Partners has been retained to draw up a shortlist of prospective candidates against the criteria set out in this document, and using their discretion and expertise to recruit a new Managing Director, together with the Board of FSEU.

If you wish to apply for this position, please send your CV and motivation letter to the Dober Partners – FSEU search team below.

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