



— **Senior Adviser**

EPCA, The European  
Petrochemical Association



**Dober Partners**  
Executive Search  
& Consultancy

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EPCA, The European Petrochemical Association is an international nonprofit organisation with a mission to bring petrochemical businesspeople together, provide and exchange information and promoting best practice strengthening our understanding of the political, economic, social and tech trends shaping our world and contributing to a smart, resilient, sustainable and inclusive future.

Over 650 companies from 48 countries around the world make up our vibrant community – from producers and their suppliers, to customers, via supply chain and logistics service providers.

*“Our economies are heavily dependent on petrochemicals, but the sector receives far less attention than it deserves. Petrochemicals are one of the key blind spots in the global energy debate, especially given the influence they will exert on future energy trends.”*

Dr Fatih Birol, Executive Director,  
IEA The International Energy Agency





Our focus is connecting and knowledge-sharing, not advocacy. We enable industry's best and brightest to connect, collaborate and innovate, serving as:

## Networking

*A networking and knowledge hub for dialogue and innovation shaping the industry and the world.*

EPCA is a place to share ideas, gain knowledge and explore cooperation possibilities, or learn from global challenges faced by key industry players.

EPCA Annual Meeting is Europe's largest event for the global petrochemical business community. Since 1967, it's the flagship event for industry movers and shakers to analyse the trends, initiatives and solutions driving forward the sector and its positive impact on the world.

## Showcase

*A showcase for corporate leadership and excellence.*

EPCA brings together some of the world's most important companies, from household names to emerging new players. It's a place for those redefining the global petrochemical industry, always looking for the next big thing!

## Ideas Factory

*An ideas factory for business breakthroughs.*

EPCA engages world's leading experts, innovators, business executives and thought leaders to generate ideas that inspire and empower our industry to serve the needs of the world in a smarter, more sustainable and inclusive way!

## About the petrochemical industry

Petrochemicals are used to manufacture thousands of different products that people use daily, including medicines, cosmetics, furniture, appliances, electronics, solar power panels, and wind turbines.

The petrochemical industry, often misunderstood, holds a captivating story of innovation and progress that touches every aspect of our daily lives. Far from the negative reputation it may have garnered over the years, the petrochemical industry is an incredible force for good, crafting the very essentials that enrich our modern existence and bring to life the countless items we cherish and rely upon. From the clothes we wear, the tires that carry us, to the digital devices that connect us, and the life-saving medical equipment that heals us, petrochemicals have woven themselves into the very fabric of our societies. Today, the petrochemical industry is accelerating its sustainability commitments and actions as well as opening collaboration across the value chain.



We are seeking a highly skilled person to oversee the coordination of our committees, working groups, and associated event programs. In this role, you will be responsible for managing multiple tasks, anticipating deadlines, and ensuring the delivery of high-value, high-quality work on time. Excellent communication skills, attention to detail, resilience, and impeccable time management are essential for success. As the Senior Adviser, you will be the primary point of contact for committee and work group members, speakers as well as our team, keeping all parties engaged and informed.

As a Senior Adviser (M/F/X), you will be reporting to the CEO and have the following responsibilities:

### **Committees / Working Groups management:**

- Define scope, objectives, deliverables and determine resources needed for each committee / work group and their activities (including research, sector studies, workshops and events).
- Manage and keep track of the composition of each advisory body (committee / work group) in line with the relevant body composition policy and nurture the relation with members to ensure their commitment.
- Coordinate, plan and execute meetings, events and projects for the different EPCA's (sub-) committees / work groups.
- Schedule and organize meetings, either physical or via videoconference of the relevant working groups / committee (invitations, supporting documents, drafting meeting minutes).
- Facilitate positive relations and coordinate interactions between the members, staff, media and all other involved parties.
- Create and maintain records, reports and presentations.
- Ensure the quality of results and their promotion to the wider EPCA Community.

### **EPCA events/Annual Meeting Conference Program creation, promotion and administration:**

- Research and propose thematic path for the EPCA Annual Meeting session in accordance with the EPCA Board and committee / work group members including the research of topical themes, the development of the event sessions (roundtables, workshops, etc.) and the identification and preparation of moderator and speakers.
- Manage selection, invitation and preparation of speakers and moderators, to ensure a coherent and interesting panel discussion.
- Prepare and execute the relevant business sessions onsite, ensure support to speakers, collect and implement feedback from participants.
- Cover sessions onsite through social media activities (LinkedIn/Twitter)

## Other associated duties

### (stakeholders, communication, finance)

- Report regularly to upper management & EPCA stakeholders involved in the events and projects (Advisory Bodies, Board, Executive Committee).
- Monitor technological, economic and societal trends that underpin the sustainable development of the (petro)chemical sector and liaise with subject matter experts for updates.
- Assist in the development of budget pertaining to each meeting, event or project and enforce strict budget control of special budgets dedicated to sub committees.
- Develop effective communication and promotion around the projects and programs in coordination with the Marketing & Communication Manager;
- Provide content for internal/ external communication.
- Contribute to external stakeholders' working groups (CEFIC, ECTA, AFPM...)
- Supporting the CEO in the development of programs, projects and new partnerships.

## The Successful Applicant

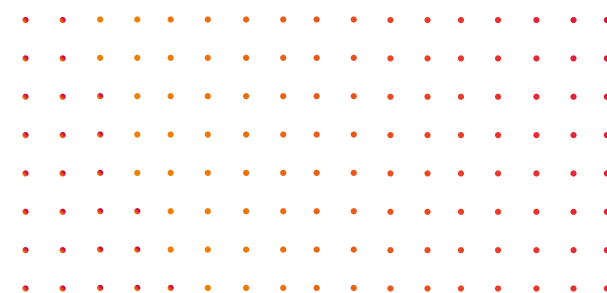
- Keen interest in the petrochemical industry and associated matters such as supply chain, DEI, digitalization, sustainability, circular economy etc.
- Formal education in a related field (e.g. business administration) with a minimum of 3 years of working experience
- Proven experience as program/project coordinator or relevant position
- Excellent written and verbal communication skills in English. All other European languages are a plus especially German.
- Ability to identify problems and provide creative solutions, to take initiative, prioritize and work within set deadlines
- Service-provision oriented
- Excellent time-management and organizational skills with an eye for detail
- Ability to work with diverse and multi-disciplinary teams
- Tech savvy, proficient in MS Office, SurveyMonkey, doodle etc.

## You report to:

- Johann Lenhart, Chief Executive Officer at EPCA

## Our offer:

- EPCA offers a full time (37.5hrs/ week) unlimited contract with an interesting and attractive package in line with your profile. You will have the unique opportunity to work in a fascinating association, with events boosting and defining the future of the Petrochemical Industry. Our centrally located office is in the EU Quarter with amazing views all over Brussels.





# Recruitment Process



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 Senior Adviser together with EPCA's leadership and team.

**For further information please contact:**

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