



## **DETAILED JOB DESCRIPTION**

**Job Title: Chief Operating Officer**

**Term:** From January/February 2022, Permanent after an evaluation at 3 & 6 months and 1 yr, followed by yearly appraisals.

**Hours:** 3-4 working days/week

**Salary:** Depending on experience and hours, the maximum salary is 5000 euros/month.

**Type of Employment:** Consultant/Independent

**Location:** Hybrid, partly EONS office Brussels

<b>Job title</b>	Chief Operating Officer (COO) European Oncology Nursing Society
<b>EONS</b>	<p>EONS asbl is a Brussels-based not-for-profit membership organisation and serves the needs of cancer nurses across Europe.</p> <p>In addition to its membership revenues, EONS attracts financial support and donations from organisations with whom it partners in offering educational activities for its members.</p> <p>EONS is a founder and key contributor to the Cancer Nursing Fund, a charitable foundation set up under the auspices of the King Baudouin Foundation in Brussels.</p>
<b>JOB SUMMARY</b>	<p>Leading a Brussels-based asbl, with a staff of six, responsible to an internationally assembled Board and reporting directly to the President, EONS' Chief Operating Officer has overall operational responsibility for:</p> <ul style="list-style-type: none"> <li>• guiding the EONS Team in their performance of their work;</li> <li>• overseeing EONS' day to day business;</li> <li>• financial monitoring;</li> <li>• identification of sources of external funding, and</li> <li>• fundraising in order to provide maximum benefit to members and support EONS strategy implementation.</li> </ul> <p>The successful candidate will preferably come from a (cancer) nursing background and will have previous membership organisation experience, working with nurses in health care organisations and/or societies.</p>
<b>MAIN RESPONSIBILITIES</b>	<p><i>Strategic plan implementation</i></p> <p>The COO will support European cancer nurses and the cancer nursing community in fulfilling their roles in cancer care and advancing cancer nursing across Europe through its four Pillars: Communication, Advocacy, Research, and Education, (abbreviated to CARE) as well as the Network of Young Cancer Nurses.</p> <p>Oversee the implementation of EONS' strategic priorities by developing annual action plans and metrics to ensure the continued relevance to the membership of existing activities, as well as exploring the development of new initiatives and programmes to serve the membership's needs. This will include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Oversee the overall strategy and its implementation with respect to the Cancer Nursing Fund (CNF);</li> <li>• Ensure that EONS' programmes and services are consistent with the highest professional and governance standards and meet the needs of the EONS members;</li> <li>• Confer as necessary with legal and/or other professional advisors to seek guidance when developing new initiatives and make recommendations for implementing such programmes based on this guidance;</li> <li>• Keep the Presidents, and Executive Board, fully informed about significant issues that could impact on EONS' ability to fulfil its strategic objectives;</li> <li>• Working within the legal and regulatory framework in Belgium, ensure EONS complies with its obligations.</li> </ul>

<p><b>MAIN RESPONSIBILITIES</b> <i>continues</i></p>	<p><i>Fundraising</i></p> <p>The new COO will drive EONS’s growth via seeking out new and diverse funding sources and cultivating new revenue sources. Such proposed funding sources should be compatible with the ethos of a cancer nursing organisation.</p> <ul style="list-style-type: none"> <li>• Propose to the Board yearly fundraising targets;</li> <li>• Put in place necessary measures to achieve those targets;</li> <li>• Plan fundraising activities where appropriate;</li> <li>• Cultivate loyal supporters and donors for both EONS and the CNF.</li> </ul> <p><i>EONS activities</i></p> <ul style="list-style-type: none"> <li>• Support the Presidents, Board and staff to deliver strategic priority issues mindful of available resources;</li> <li>• Implement and develop opportunities to raise revenue in line with the Board’s priorities;</li> <li>• Maximise EONS’ influence in European affairs within agreed resource allocations;</li> <li>• Explore and use opportunities for fundraising for EONS and the CNF.</li> </ul> <p><i>Governance</i></p> <ul style="list-style-type: none"> <li>• Work with the specialists in the EONS team, and external advisers as necessary, to ensure that the statutes as set out to the Belgian authorities and published in the Moniteur Belge / Belgisch Staatsblad are up to date, reflecting the goals and ambitions of the organisation as well as those who are responsible for it;</li> <li>• Work directly with the HR Manager, prioritise compliance with all aspects of Belgian legislation (where applicable) as regards staff members on Belgian payroll and those serving EONS on a self-employed basis;</li> <li>• Support the Presidents and Board Secretary in their roles of ensuring the preparation of the agenda for Board meetings and monitoring the minutes and actions arising from these meetings;</li> <li>• Progress work arising from the meetings of the Board and EONS’ working groups effectively;</li> <li>• Provide regular updates to the Board on EONS’ and CNF activities, whilst addressing risk processes and appropriate use of resources;</li> <li>• In consultation with the Presidents, Treasurer and Finance Manager, prepare and present the proposed annual budget to the Board for approval, and make available a copy of the approved budget and audited financial statement to all members at the annual meeting of members;</li> <li>• Strive to keep the Presidents and Board members informed on all matters requiring action and supply them with sufficient information upon which decisions can be based.</li> </ul> <p><i>Operations and Organisational Management</i></p> <ul style="list-style-type: none"> <li>• Oversee EONS’ organisational and staff structure and monitor the overall administration efficiency of EONS and CNF;</li> <li>• Lead and manage EONS’ staff to ensure efficient and effective working and team collaboration;</li> <li>• Oversee negotiations on contracts with suppliers and sponsors, always ensuring value for money and keeping the Presidents informed of options.</li> </ul>
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<p><b>MAIN RESPONSIBILITIES</b> <i>continues</i></p>	<p><i>Membership</i></p> <ul style="list-style-type: none"> <li>• Work with the EONS Membership Manager, develop mechanisms to recruit and retain members;</li> <li>• Oversee engagement with and the provision of services to members;</li> <li>• Ensure effective communication between EONS and its Individual Members, Associate Members and National Societies and collaborating partners;</li> <li>• Be available for consultation with individual members as required.</li> </ul> <p><i>Communications</i></p> <ul style="list-style-type: none"> <li>• Working collaboratively with EONS Communication Manager, and Communication Working Group, oversee communications—from web presence to external relations, with the goal of further developing EONS’s profile;</li> <li>• Use opportunities when representing EONS at external events to raise awareness about the organisation and its purpose.</li> </ul> <p><i>Other duties</i></p> <ul style="list-style-type: none"> <li>• Other duties as agreed with the Presidents and EONS Executive Board members.</li> </ul>
<p><b>REPORTING</b></p>	<ul style="list-style-type: none"> <li>• Directly report to the current President in post, to the past-President and President-elect, and EONS Executive Board members.</li> </ul>
<p><b>SKILL SPECIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Strategic thinking with the ability to set and achieve strategic objectives.</li> <li>• Excellence in people management with the ability to coach staff and develop high-performance teams.</li> <li>• Solid understanding of setting a budget, financial monitoring and ability to consider the financial impact of all decisions.</li> <li>• Ability to build relations and trust with others so as to be able to reconcile the diverse views of organisational constituents.</li> <li>• Excellent interpersonal skills with ability to engage a wide range of stakeholders and cultures.</li> <li>• Strong written and verbal communication skills – a persuasive communicator with the ability to listen, motivate and inspire.</li> <li>• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.</li> <li>• Ability to work effectively in collaboration with diverse groups of people.</li> <li>• Understanding of necessity to work to deadlines and to meet targets.</li> <li>• Strong belief in and a champion for EONS and cancer nursing.</li> </ul>
<p><b>PROFILE &amp; EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Success-focused mind-set with a commitment to quality and data-driven performance evaluation.</li> <li>• Ability to manage conflicting demands effectively.</li> <li>• Strong sense of integrity, positive attitude, mission-driven, and self-directed.</li> <li>• Fluent in English.</li> <li>• Willing to travel as necessary.</li> <li>• Understand the voluntary character of the society, which requires flexibility in working hours and time</li> </ul>

	<p>The following would be considered important assets:</p> <ul style="list-style-type: none"><li>• Knowledge about and/or experience in the European cancer arena.</li><li>• Knowledge about and/or experience in the European healthcare arena.</li><li>• Established network of contacts within the EU policy community, preferably in the healthcare sector.</li><li>• Experience in patient advocacy.</li><li>• Extensive and varied experience at senior or high-level management in a not-for-profit international organisation or association management company.</li><li>• Other European languages.</li></ul>
<b>UPDATED</b>	October 2021