

JOB SPECIFICATION

ERFA SECRETARY GENERAL

ERFA, the European Rail Freight Association is looking to recruit a Secretary General to lead the association in Brussels. Her/his role will be to lead ERFA's strategy and policy development and engagement with EU decision-makers, and to maintain a high profile representative role for its members at European level.

ERFA's mission is to represent the interests at EU level of private and independent rail freight companies from across Europe. Our aim is to get customers to choose rail freight as the mode of choice and to ensure rail plays a central role in the EU's sustainable transport vision. ERFA promotes a rail freight sector where there is competition and fair access to the rail network. Creating the right legal, operational and technical framework for competitive rail services is central to the work we do.

STRATEGY

- To implement the strategy of the Association as directed by the Board and the General Assembly
- To develop policies and propose policy priorities for the Board's consideration
- To maintain relationships with all ERFA members, and promote ERFA to new potential members
- To develop stakeholder relationships, specifically with other relevant Associations, working in partnership with them as appropriate
- To support the ERFA Board in developing the forward strategy of the Association

GOVERNANCE

- To prepare and implement statutory decisions of the President, Board and the General Assembly and to report to them
- To prepare for, and publish papers for the statutory meetings (Board meetings, General Assembly, Annual Event, Workshops)

REPRESENTATION/COMMUNICATION

- To represent the interests of members towards the EU institutions, the national permanent representations and the European Union Agency for Railways
- To review and analyse the impact of EU legislative proposals and sector initiatives
- To draft position papers, press releases, briefings amendments to legislative texts, presentations etc.
- To maintain and develop relations with relevant European media
- To speak /participate in panels at conferences and other events
- To supervise and develop the ERFA website and social media activity

LEGAL, FINANCIAL AND HUMAN RESOURCES

- To be responsible for the management of all directly employed and contracted staff, and subject to guidelines laid down by the Board, to be responsible for all matters pertaining to staff employment.
- To be responsible for the finances of the ERFA, including the preparation of the annual budget, the maintenance of adequate financial controls, and the monitoring of expenditure against the budget and to make recommendations on subscription levels and other financial matters for the Board's consideration.
- To be responsible for internal administration, for ensuring that ERFA's constitution is adhered to, and that ERFA complies with all legal, fiscal and statutory requirements for non-for-profit associations;