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Job Specifications:

Secretary General / Chief Operating Officer

European Handball Federation

Deadline for Application: February 15th 2017



Company:	European Handball Federation
Location:	Vienna, Austria
Reporting:	Reporting to the President / CEO and the Executive Committee

The company

The European Handball Federation (EHF) is the umbrella organisation for 50 member federations and two associated federations (England and Scotland) – stretching to all corners of the European continent – with its headquarters in Vienna, Austria. Since its foundation in November 1991, the EHF has taken on the role of ambassador to European handball, acting as a common voice for the European member federations and representing the entire European Handball Family on the international sporting stage.

Right from the foundation of the European Handball Federation, the structure of the EHF has changed in line with its dynamic business philosophy and new and changing trends within the spheres of European handball. This change has brought with it new initiatives and indeed new challenges.

The EHF focuses its strengths and invests its resources on the development of handball in general with the overall objective to optimise the sport and the EHF competitions on the international sports market, delivering the delights of handball in the form of high-profile branded events.

Role Overview

Responsibilities

The role of the Secretary General / Chief Operating Officer is to lead the work of the EHF, act as its operational figurehead, provide strategic advice and support to the EHF President and Executive Committee, and through overall management of the federation's resources to deliver its business plan.

General areas of responsibility:

- To adopt overall responsibilities for the general management of EHF and secure the efficient, effective and economical delivery of the federation's aims.
- To supervise all strategy policy development actions, programmes and projects as well as ensure concrete implementation and fulfilment of objectives and priorities.
- To ensure effective personnel and efficient financial management.
- To represent the federation, and to lead its external relations on a business level as well as to promote EHF on a daily basis.
- To ensure a proactive and integrated approach to all internal and external communications.
- To liaise with European institutions, maintain political contacts and facilitate political influence.
- To advise on policy, secure the formulation and delivery of work programmes and the development and delivery of projects.

Person profile

Experience

- Is a professional with outstanding attention to detail who is viewed by the organisation and its related bodies as a key member of the team.
- Has the ability to prioritise effectively and possesses an appropriate sense of urgency.
- Has the ability to work with individuals at all levels of the organisation. Displays a strong customer service orientation, stature and work ethic.
- Has organised and led large projects and events.
- Has analytical ability to gain understanding of processes and streamline or implement improvements where applicable.
- Has ability to work successfully in a team environment.

Background

The ideal candidate should have worked in a sports federation in a leading management function, preferably has experience with handball.

Personal characteristics

The successful candidate will be an inspirational leader and will need to demonstrate a broad range of skills and abilities:

- High impact communication skills with well-defined influencing and listening skills. An organisational maturity and effectiveness to leverage best practice and communication and able to develop and maximise effective working relationships and engender a collaborative style in a team spirited business across a diverse range of partners.
- Strong leadership skills with the proven ability to take the initiative, drive change and transform thinking and ultimately achieve commitment and results.
- Commercially astute with a sound grasp of business. Able to demonstrate a broad knowledge and understanding of business with the ability to make a relevant contribution to the overall business.
- Flexible and able to respond and adapt to a rapidly changing environment, willing to challenge the status quo and question the commonly held assumptions within the sector.
- Self-starter with a hands-on style, attracted to the opportunity to help build and develop a group with a driven and focused belief in the commercial potential for this business.
- A real team player, comfortable working with a peer group.
- Confident, genuine, forthright and honest with high levels of energy, stamina and drive and able to inspire trust and commitment to the business.
- When necessary, a tough and effective negotiator, comfortable in complex negotiations as well as sophisticated business situations
- Entrepreneurial in spirit and creative in thinking, able to conceive, integrate and commercialize relevant ideas with a drive and urgency.

The appointee must see this role as a new professional challenge. In addition, s/he must have a natural authority and diplomatic ability to work with, support the President / CEO and the senior management team, and communicate internally in order to leverage the company's total resources.

Nationality

The European Handball Federation is an equal opportunity employer and welcomes all applications without restriction.

Qualifications

Must be fluent in German and English.

Compensation

An attractive package, comprising base salary and potential for an annual discretionary incentive bonus.

Contact:

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