

**Inclusion Europe**

Respect, Solidarity, Inclusion for People with Intellectual Disability and their Families

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| **Executive Director** |
| Candidate Pack |
| **March 2015** |
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Foreword

Thank you for expressing an interest in Inclusion Europe, which is a dynamic European association of people with intellectual disability and their families

Our role as advocate and catalyst for change in Europe is especially valuable, at this time when the European Union and most of the nations in Europe have committed to meeting challenging international standards on the rights of persons with disabilities as set out in the newest UN convention. Numbers of children with an intellectual disability is increasing and adults, including their parents are living to an older age and expect to enjoy the same rights and opportunities as other European citizens. This means we must urgently develop and share knowledge and practice of sustainable community-based systems of education, care and support.

Disabled people and their families have established successful organisations that have driven change at national level and have decades of valuable experience and insights to share. The whole sector needs to become more strategic and aligned if we are to realise the benefits to society of learning how working together for inclusion unlocks human potential.

Inclusion Europe has a key role to play by:

* helping to raise the profile of this important sector;
* attracting new members into the network and forming effective alliances by demonstrating the benefits of collaboration and inclusion
* providing opportunities for exchange, collaboration and knowledge capture
* maintaining a European platform led by organisations of people with intellectual disability and their families
* promoting the rights of over 16 Million people with intellectual disability and their families to equal opportunities and respect

We are looking for an inspiring leader , who can help develop Inclusion Europe as an even more strategic, and successful advocacy organisation, building on the strengths of our network, our highly committed staff team and our reputation for collaboration and for creating innovative, thoughtful policy solutions.

We are particularly keen to build on our existing partnerships and membership network. These relationships both support Inclusion Europe’s influence in driving forward the rights and inclusion agenda across the institutions of the EU and within the nations of Europe. They create opportunities which enable Inclusion Europe to reach more people, gain access to expertise, and secure sustainable sources of income.

For the right person, Inclusion Europe presents an exciting international career opportunity, and a chance to be involved in important and worthwhile work. We look forward to hearing from you!

**Maureen Piggot OBE**

The organisation

Inclusion Europe is a successful European association comprising 67 family based or advocacy organisations in 47 countries united in promoting rights and inclusion. It is the regional body of Inclusion International, linking local, regional and global voices. Its mission is to fight for equal rights and full inclusion of people with intellectual disabilities and their families in all aspects of life.

Inclusion Europe works with government, disabled people’s organisations and others to address the denial of rights, respect and services to people with intellectual disability and their families. It is an independent membership association, led and governed by organisations of people with intellectual disability and their families and its work covers the following key areas:

* Policy influence: in the priority areas of Education, Independent Living, Legal Capacity, inclusive families and the specific access and discrimination issues of people with intellectual disability
* Capacity building: collaboration and exchange of experience across and between member groups in the region with a focus on the development of self advocacy and the participation of family members in policy making
* Solidarity across the ages and the range of circumstances and abilities of people with intellectual disability ensuring that the voices of children, older people and of people with complex, profound and multiple disabilities are not overlooked

Around 16 million children and adults with intellectual disability live in Europe comprising 2% of the population. Many of these are at risk of poverty and experience inequality in many dimensions of their lives. There are about 1 million still living in institutions and many babies and children still being separated from their families and communities through lack of family support and early intervention services.

In order to reach as many people as possible with its campaigns Inclusion Europe works closely with the European Social Platform, European Disability Forum, other disabled people’s and families’ organisations, professional associations, academics, funding agencies, the media, politicians and policy makers.

Inclusion Europe has an annual revenue of up to €1 million and employs 8 people. It is funded from two main sources: membership fees and EU Grants. Income generated through grants and sponsorship will enable Inclusion Europe to run projects, and represent and promote good practice development in the sector for the benefit of the wider intellectual disability community. This will also continue Inclusion Europe’s work delivering policy related projects for EU or governments across the region.

Inclusion Europe is governed by a Board, which fully represents its membership, drawing expertise from national organisations throughout Europe. It provides strategic leadership, and as the majority of Board members are family members or people with intellectual disability nominated by the European Platform of Self Advocates, the Board understands and is sensitive to its constituents’ needs.

The role

The Executive Director is accountable to the Board of Inclusion Europe for leading all aspects of the organisation’s strategic and financial performance. He / she must ensure that all work is undertaken in accordance with the constitution and values of Inclusion Europe, the requirements of Belgian law and that it is responsive to the expectations of members and the aspirations of people with intellectual disability and their families in Europe.

The Executive Director will report to the Board through the President, Maureen Piggot OBE, and manage the Secretariat in Brussels comprising Finance Manager, Communications Officer, Communications Trainee, Policy Officers, Office Assistant, and volunteers. An international staff team of two or more external contractors also report to the Executive Director. The budget is up to € 1 million per annum and the Executive Director is responsible for securing, accounting for and making best use of all resources.

Key responsibilities and accountabilities

### Strategy and planning

* Support the Board in setting Inclusion Europe’s strategy to address the rights, needs and aspirations of people with intellectual disability, their families and organisations.
* Lead the staff team in the development and implementation of mid-term and long term plans to deliver agreed strategy, making best use of the opportunities to make a difference in Europe.
* Steer Inclusion Europe’s development, being innovative in seeking opportunities to influence change and identifying sustainable sources of income.

### Leadership

* Working in a facilitative way, provide leadership, direction and support to the small but effective staff team, maintaining a culture that reflects the organisation’s values, promotes collaboration across the wider network.
* Account for all aspects of Inclusion Europe's performance and ensure that the organisation continues to operate on a sound financial footing.
* Ensure the effective management of Inclusion Europe’s reputation and public image.
* Determine operational management systems and procedures. Keep these under review to ensure effective delivery of strategic objectives.

### External relations

* Act as an ambassador and spokesperson for Inclusion Europe to promote the vision within the network and externally and be a catalyst for partnerships to advance the rights and inclusion of people with intellectual disabilities and their families.
* Lead Inclusion Europe's relationships with the European Commission, other European institutions and key partners in Civil Society, especially in the disability sector. Work to inform and influence policy makers in Europe about the rights, needs and aspirations of people with intellectual disability and their families.
* Take overall responsibility for the public relations and communications of Inclusion Europe, in consultation with officers of the Board as necessary, to ensure that the needs and aspirations of people with intellectual disabilities are sensitively and appropriately presented.
* Maintain an up to date knowledge and understanding of intellectual disability. Keep abreast of research, current sector and economic trends and anticipate future trends likely to have an impact on Inclusion Europe’s work.

### Governance

* Advise and assist the Board in the development of Inclusion Europe’s vision, values, policies and positioning and ensuring these are effectively communicated and embedded.
* Assist and support the President, Officers and Board in fulfilling their responsibilities and tasks, working closely with them in arranging General Assembly, Board, Officers’ and other Committee meetings as necessary.
* Ensure effective involvement of and communication with members in relation to the governance of Inclusion Europe and the participation of self advocates in these processes
* Ensure the effective management of risk throughout operations.
* Ensure compliance with Inclusion Europe’s governing documents and all relevant legislation, advising the Board on risks or changes and be one of the official legal representatives of Inclusion Europe

### Support to the membership network

* Inspire, lead, and engage the network of member associations, including self advocacy groups affiliated through the European Platform of Self Advocates (EPSA), as a partner and a champion, representing their views to the European Union or other institutions as appropriate
* Ensure clear communication and support between Inclusion Europe and its members as well as facilitating communication between associations
* Ensure that the Board and, where appropriate, member associations are provided with advice and information on the functioning of the European Union including funding opportunities and policies which affect people with intellectual disabilities and their families
* Liaise and create close communication with the Secretariat of Inclusion International

### Management of operations

* Recruit, develop and manage the staff team. Ensure that performance is consistently managed across the team and any independent consultants engaged and that objectives are met
* Develop funding proposals and manage or participate in projects which support the development of policies regarding social inclusion, non-discrimination, human rights and other areas relevant to people with intellectual disability and their families, as deemed appropriate by the Board of Inclusion Europe.
* Allocate resources to meet the agreed priorities including support to the European Platform of Self Advocates and other standing committees or Working Groups
* Evaluate the organization on a regular basis including progress against plans, project delivery, impact and staff performance

Person specification

All of the following competences are considered to be essential for the role of Executive Director. The panel will invite for interview those eligible candidates who in its opinion demonstrate through their application that they best meet the required  criteria. It is essential therefore that applicants relate their experience to the criteria specified using specific examples which demonstrate their personal contribution.

### Strategy and planning

1. Ability to think strategically, plan for the future, prioritise and set clear objectives
2. Knowledge of strategies for social change and empowerment including self advocacy

### Leadership

1. Clear commitment to the rights and inclusion of people with disabilities – able to show understanding of the rights, needs and aspirations of people with intellectual disability and their families – shortlist criterion
2. Leadership experience with a successful track record of developing, inspiring, and managing a team to get results - shortlist criterion
3. Experience of successfully facilitating cooperation across disciplines, sectors or organisations in a multi-cultural or international organization

### Communications including representational skills

1. Excellent interpersonal skills including listening; relationship building; reading situations and different perspectives; negotiating and influencing skills.
2. Confident at speaking with enthusiasm and passion on public platforms and to the media
3. Proven ability to communicate effectively in person, in writing and in other media with diverse audiences and at all levels. – shortlist criterion
4. Able to work at a high level of proficiency in written and spoken English and ability to understand and communicate in French – eligibility criterion. Additional languages would be an advantage.

### Financial skills including generating income

1. Strong business and financial management skills, demonstrating the ability to provide sound management for long-term viability while prudently managing resources on a day to day basis – shortlist criterion
2. Experience of being responsible for creating and managing a budget in excess of €100,000 – shortlist criterion
3. Experience of leading the development and delivery of projects including successful proposal writing, implementation, budgetary control and evaluation
4. Knowledge of project application and implementation procedures in the framework of EU and international funding programmes. – shortlist criterion
5. Clear understanding of the fundamental concepts of systems for sound accounting and control of finances in a small organization

### Operations and change management

1. Experience of managing the process of policy development, delivery of programmes or complex projects involving multiple stakeholders and limited resources. – shortlist criterion
2. A minimum of 5 years of relevant paid work experience including at least two years experience of working with a complex organization or government including the EU institutions – shortlist criterion
3. An understanding of change and the ability to use knowledge of those processes in advocacy and in managing an organisation and its people through planned, continuous and unexpected change
4. Forward thinking with the ability to plan ahead and prepare for the future. Actively and optimistically pursues new opportunities.
5. Computer literate and able to be self-supporting in administration – shortlist criterion

### Knowledge and experience of the sector

1. Demonstrate thorough knowledge of the EU institutions, their structures, procedures and policies in relation to disabled people and the role of NGOs in this – shortlist criterion
2. Understanding of the role and functions of membership organisations. Sensitive to the expectations of members in a Europe-wide membership organisation
3. Knowledge of equal opportunities and human rights approaches to disability including an understanding of relevant legislation
4. Experience of working with any of Inclusion Europe’s constituencies, people with intellectual disability, their families and their organisations
5. Experience of working with formal committees or Boards

### Other factors

1. Documentary evidence of EU citizenship with the right to work in Belgium or, alternatively, being in possession of a valid Type A Belgian Work Permit or being immediately eligible for such. – eligibility criterion
2. High personal integrity and ethical standards consistent with the values and ethos of Inclusion Europe.
3. Able to work flexibly to meet the demand at peak times and to travel throughout Europe as required – shortlist criterion
4. Educated to degree level or equivalent - shortlist criterion

Terms of appointment

The role will be based at Inclusion Europe’s office at:

Rue d’Arlon 55  
1040 Brussels  
Belgium

This is a senior appointment in the organisation and gross remuneration will be agreed with the preferred candidate in the range of € 50.000 to € 60.000 commensurate with skills and experience. The successful candidate will receive a Belgian employment contract. Holidays of 24 days plus 12 days of compensation are available per year. In addition, Inclusion Europe provides a pension fund contribution of 3.000 € p.a., subsidy for travel between home and workplace and meal tickets.

How to apply

Applications should be sent by email to [recruitment@inclusion-europe.org](mailto:recruitment@inclusion-europe.org)

The closing date for applications is 12:00, Brussels time, on 15 April 2015

Please enclose with your application:

* a fully completed application form
* copy of your present Work Permit for Belgium in case you are a non-EU citizen

Failure to provide these documents will lead to an automatic rejection of your application.

All your documents will be treated confidentially and be shared only with the recruitment panel and two staff members of Inclusion Europe.

Shortlisted candidates will be invited for further assessment in interviews to take place on 7 and 8 May 2015. In addition, shortlisted candidates will be required to prepare an online presentation to the Board of Inclusion Europe on 30 April 2015.

The selection panel will be:

Maureen Piggot

José Smits

Hannes Traxler

Luminita Calderas

Application Form

All information given on the Application Form will be treated as confidential.

Please complete in English and send the completed application form by e-mail to [recruitment@inclusion-europe.org](mailto:recruitment@inclusion-europe.org) by 15 April 2015, 12:00 Brussels time.

Shortlisted candidates will be interviewed on 7 or 8 May 2015 in Brussels. In addition, shortlisted candidates will be required to prepare an online presentation to the Board of Inclusion Europe on 30 April 2015. During the recruitment process, we will contact you by e-mail twice:

* To confirm the receipt of your application (if you do not receive this confirmation within 5 working days, please get in touch with [recruitment@inclusion-europe.org](mailto:recruitment@inclusion-europe.org) )
* To inform you whether you have been shortlisted for an interview

**1. Personal Information**

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| First name |  |
| Last name |  |
| Title |  |
|  | |
| Home address |  |
| Postcode and city |  |
| Country |  |
|  | |
| e-mail address |  |
| Telephone (home) |  |
| Telephone (mobile) |  |
|  | |
| Nationality[[1]](#footnote-1) |  |
| Gender1 |  |
| Place, Date of birth1 |  |
|  | |
| EU citizenship | YES / NO |
| Belgian work permit | YES / NO (If yes, please attach documentary evidence) |

**2. Education and Development**

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| --- | --- | --- | --- | --- |
| Highest academic qualification obtained | |  | | |
| Discipline | |  | | |
| Other qualifications | | Name, description | Awarded by | |
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|  |  | |
| Additional information |  | | | |
|  | | | | |
| General education (from age 11) | |  | | |
| Name and city of school | | From / To | | Qualification obtained |
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| Further/higher education | |  | | |
| Name and city of college/university | | From / To | | Qualification obtained |
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| Relevant training and Development[[2]](#footnote-2) | |  | | |
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**3. Languages**

Please specify your level of competences within a range of 1 to 4 (with 4 being the highest)

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| --- | --- | --- | --- |
|  | Understanding | Spoken | Written |
| English |  |  |  |
| French |  |  |  |
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**4. Present and previous occupations**

Please give details of your occupation(s) starting with the most recent. Include any unpaid work that is relevant to the post and explain any gaps

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| Employers name and address | From / to (mm/yy) | Position held and description of your main activities and responsibilities relevant to this application. |
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**5. References**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, addresses and telephone number of two referees (most recent)

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| --- | --- |
| Name |  |
| Position |  |
| E-Mail |  |
| Telephone number |  |
| Your connection with this referee |  |
| Can we approach this referee prior to an interview? |  |
|  | |
| Name |  |
| Position |  |
| E-Mail |  |
| Telephone number |  |
| Your connection with this referee |  |
| Can we approach this referee prior to an interview? |  |

**6. Computer literacy**

Please indicate your computer knowledge stating operating systems and software programmes you are familiar with and your level of competence in each as Basic, Intermediate, Advanced

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| --- | --- |
| Software | Level of competence |
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Give an example of how you have used your computer skills to support your administration experience in a previous job.

**7. Staff management, finance and administration**

Describe briefly your experience in managing people, tasks and finances. Indicate the scope of your experience including the numbers of staff or other people and the overall annual budget for which you have been responsible.

**8. Have you ever been convicted of a criminal offence?**

If your answer is yes, please give details of date(s) of offence(s) and sentence(s) passed any which are still current. The successful candidate will be subject to a criminal record check.

Please indicate your agreement to submit the necessary formal request should you be selected. Y/N

**9. Vision and commitment**

Please comment on the following topics limiting your response to maximum 200 words each

Please give your vision for people with intellectual disability and what it means for you?

Please describe how you see the role and tasks of a Director of Inclusion Europe

What are your reasons for applying for this position and what will you bring to it?

Describe briefly your track record of main achievements in your previous positions

**10. Evidence of key competencies**

In no more than 500 words provide the evidence that you meet the criteria for the post of Executive Director as contained in the Person Specification provided as part of this application pack.

**11. Availability**

If selected, when would you be able to take up employment with Inclusion Europe?

**12. Disability**

Do you consider yourself to have a disability? If yes, please inform us about any adaptations which you may require either to carry out the role or to participate in the selection process.

**13. Declaration**

I declare that I have the necessary citizenship status or permits to live and work in Belgium and am able to travel widely in Europe or internationally as required by this post.

I declare that the information provided on this form is correct to the best of my knowledge and I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

Name: Signature

Date:

1. This information will not be used in the shortlisting process. [↑](#footnote-ref-1)
2. Please give details of training courses which are of direct relevance to your application [↑](#footnote-ref-2)