

JOB DESCRIPTION:
Operational Manager
For 0,8 – 1.0 fte

The Operational Manager will be involved in a variety of tasks, including but not limited to the following:

1. Independent organisation of international ENMC workshops
2. Management support activities and administrative work to run the ENMC organisation
3. Performs independent accounting and manages the finances

Elaboration of the main tasks:

1. **Independent organisation of international ENMC workshops:**
 - Coordinates the complete workshop process starting with the fully approved applications, the actual taking place of the workshops and the follow-up
 - Responsible for all the communications with workshop organisers and attendees
 - Is in close contact with workshop organisers, takes all administrative (time sheets, cost claims, invoices, contracts etc) and technical issues (computer, web-conferencing, uploading of presentations and videos, audio and projector) and other organisational aspects out of their hands
 - Is in close contact with the workshop hotel concerning reservations, service and feedback.
 - Is active on social media, like Twitter and LinkedIn before and during the workshops
 - Creates and keeps a good relationship with the ENMC network. Informs the ENMC network about new activities
 - Monitors the outcomes and deliverables of each workshop (lay and full reports, workshop-derived publications etc.) and disseminates to the field via the ENMC website, social media and newsletters.
2. **Management support activities and administrative work to run the ENMC organisation**
 - Manages day-to-day HR, finance and legal administrative activities
 - Assists in updating the organisational documents like workshop application and financial guidelines, Rules of Governance for the ENMC organisation, patient toolkits, SOP's and contracts etc.
 - Executes all other operational activities with regard to the ENMC secretariat and the day-to-day operations together with the Programme Manager (PM)
 - Supports the operational tasks of the ENMC programmes, like the communications for the Mentoring Programme, the Themed workshops, the General Assembly meeting etc.

- Participates in the Research and Executive committee (board) meetings and assists in the preparations (agenda, enclosures) and the follow-up (minutes) of these meetings
- Make use of and maintains an up-to-date client-relationship management database (Tribe) and secures GDPR-compliance
- Is responsible for keeping up-to-date the ENMC archive

3. Performs independent accounting and manages the finances

- Administrates the finances together with the bookkeeper and the accountant
- Prepares invoices for the ENMC members, Company Forum and co-sponsors and sets-up the monthly payments
- Assists the Managing Director with the preparation of yearly budgets and mid-year/10 months financial overviews and preparation of board meetings

You will be working in a small enthusiastic team composed of:

A Managing Director, a Programme Manager, an Operational Manager (vacancy) and two freelance Workshop Assistants, who also assist at the office. We work furthermore with several agencies, consultants and freelancers with various expertise; bookkeeper, accountant, HR expert, website and IT manager, editor, etc. There is a close collaboration with the members of the Executive and Research Committee who work on a voluntarily basis for the ENMC.

Characteristics

The Operational Manager:

1. Is able to work autonomously to a high extent and is able to set priorities
2. Has a natural team-spirit, is service oriented, polite and friendly
3. Has a strong professional attitude and can work under pressure
4. Is precise and accurate in her/his working performance
5. Has good communication skills
6. Is self-confident, is creative and proactively thinks in opportunities and solutions
7. Is fluent in Dutch and English writing and speaking
8. Has a good financial understanding and likes playing with the numbers
9. Has affinity with technical support (online conferencing, arranging PowerPoint set-up and display on the workshop laptops, microphones etc.)
10. Is well informed and has broad experience with computers (Word, PowerPoint and Excel), social media (LinkedIn and Twitter) and online applications (preferably also Cash, Mailchimp, Survey Monkey etc., but if experience is lacking, these systems will be easy to learn)
11. Is willing to work during weekends to host the workshops (max. 5-8 per year)

What do we offer?

An international, patient-driven, non-profit organisation with a clear goal to change the lives of people affected by a rare neuromuscular condition. The ENMC has an ANBI status, which means that we are an “algemeen nut beogende instelling”.

The ENMC office has a committed and open team spirit. The people who work for ENMC, including the Research and Executive Committee members, are all passionate about the significant contributions we make to the neuromuscular research field by means of our well-known workshops and exciting new programs. You will report to the Managing Director (MD), whose aim is to create a warm and trustful team. The MD will challenge and coach you, and will

strive to make use of your talents in the diversity of tasks to accomplish together. We implemented the method of “Brain-friendly working”.

We offer a fixed-term employment of 0,8-1,0 fte (28-36 hours). The employment contract will first be made for the duration of one year. After the first year, we will evaluate and decide on the next step. Working conditions are in accordance with the CAO Zorg en Welzijn. We offer a pleasant, flexible and informal working environment and a salary matching the candidate’s profile in function group scale 9. In addition, in this job you have a large variety of tasks and responsibilities and a high degree of independence.

Location

The ENMC is office-based in Baarn at the building of the Dutch Muscle Disorders Association (Lt. Generaal van Heutszlaan 6, Baarn, The Netherlands). Working from home is feasible for 1 day per week.

Interested?

Please send your CV and a short motivation letter to enmc@enmc.org before 5 December 2022