

## VACANCY

### UPEI – The Voice of Europe's Independent Fuel Suppliers

Job Title: Secretary General, UPEI  
Based in: UPEI Secretariat - Brussels, Belgium  
Reports to: UPEI Board

**Job Purpose Summary:** To lead, develop, manage and motivate the Association, so as to ensure advocacy on behalf of members is optimized within the resources available and principles established, in accordance with the aims and objectives set by the General Assembly and Presiding Board.

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UPEI, the Brussels based Pan European Trade Association representing independent fuel suppliers is seeking a Secretary General to manage and steer the organisation. This includes:

- To represent UPEI and promote its visibility, maintaining and developing contacts with EU institutions and other stakeholders, conveying and seeking support for its positions;
- To manage effective political/ legislative monitoring and analysis and to propose and develop effective policies and engagement strategies according to agreed objectives
- To develop the communications strategy, including management of the UPEI website and social media
- Ensure effective day to day coordination and communication with members, including the organisation of meetings and conferences and written communications including monthly newsletters
- Financial and resource management and planning of the association, including maintenance of the existing and efficient system of administration and record keeping, that can be further developed if required

UPEI represents the combined interests of National Associations from EU Member States and a number of individual company members. The Brussels based secretariat monitors the development of legislation at EU level and determines the effect this may have on its members.

After 5 years, the current Secretary General is stepping aside, creating the opportunity to appoint a new Secretary General to inherit the management of a well-functioning, established and forward-thinking association. UPEI is seeking a candidate for this role who is motivated and can bring experience and a fresh perspective and initiative to continue to drive the association and to evolve UPEI's goals moving forward.

The secretariat informs the membership of developments and acts in accordance with members' wishes in a lobbying capacity. This includes developing a strategic response and engagement strategy, drafting position papers and communications to political bodies, engaging with like-minded stakeholders. The Secretary General is responsible for the day to day management of the Association and reports to the UPEI Presiding Board.

The position has one direct report – the administrative assistant – also based in the Brussels office. Furthermore, the secretariat is supported by a public affairs consultant based in Brussels to assist in campaigns and advocacy.

The required profile for this position includes proven activity and responsibilities in a trade association environment, with experience of coordinating and managing multi-disciplined tasks. It is expected that applicants for this role will have experience of working with the key EU institutions and having a professional manner will be able to build strong effective relationships with internal and external stakeholders at all levels. Fluency in English is a must, for both written communications (including online and social media) and for presentations/public speaking. French language ability will be a distinct advantage. Additionally, an understanding of the issues affecting the energy and transport/heating sectors is required, together with the ability to analyse and report on relevant market trends.

The position is full time. Flexibility is required as the position will involve occasional attendance of meetings outside of office hours and short-term travel within Europe. Salary will be commensurate with the role.

Candidates should demonstrate a minimum of 5-7 years' relevant experience and hold a university degree.

Expected starting date: November 2018

To apply: UPEI has retained Rtesian Resources as its recruitment partner for this position. Applicants should send a one-page letter of motivation and salary expectations together with a 2 page CV to Ian Burns at: [burns@rtesian.com](mailto:burns@rtesian.com). Only candidates being considered for selection will be contacted. Applications should be submitted no later than 31 August 2018.

Brussels, July 2018