



The European Business Aviation Association (EBAA), the leading Association for Business Aviation in Europe, represents the interests of more than five hundred Business Aviation Companies operating a combined fleet of over 1,000 aircraft. EBAA endeavours to promote Business Aviation as a key component of air transport, serving the European economy and the society.

The EBAA is looking for a Chief Operating Officer to join its team in Brussels:

The growth of Business Aviation, its prospects in the mid- to long-term, and the fast evolving air transport environment in Europe and beyond are all having a decisive impact on the workload of the Association and its Secretariat. Reporting directly to the Chief Executive Officer (CEO), the COO will manage the day to day operational business of the Association on his behalf, providing current expertise on the operation of Business Aircraft operated commercially, and ensuring the appropriate focus of the operational staff in delivering the Association's declared objectives for the benefit of its members.

JOB DESCRIPTION

The Chief Operating Officer will:

- As a member of the Management team (together with the Chief Projects Officer and Chief Administrative Officer) report to the CEO, and direct and control the operational side of the business. Currently s/he will have 4 operational managers as direct reports with a staff of 10, responsible for Safety and Rulemaking, Operations and Economic Affairs, Aero politics, and the Environment.
- Apply his/her previous experience and developed expertise to deliver the needs and expectations of the members (Full and Associates) and advise the CEO on all the operational work of the Secretariat.
- Assume the function of the Association's chief representative with the membership and, together with the Senior Manager Members Services, devote sufficient effort to maintaining a regular relationship with them to remain abreast of their evolving needs and requirements.
- Supervise direct reports to ensure that positions and policy papers, statements and other declarations/presentations are consistent and represent the best interests of the majority of operators, and other stakeholders, irrespective of their size.
- Play a key role in co-ordination and co-operation with other Aviation Associations in a world-wide strategic partnership and with other air transport stakeholders and trade associations.
- With respect to Projects and other transversal ad hoc initiatives, the execution of which are under the direct responsibility of the Chief Project Officer (CPO), contribute to the definition of the requirements, playing an essential part in the decision-making process to ensure such projects are in line with membership needs and ensuring that, once implemented, they deliver added-value to the membership.

- Be instrumental in the ongoing effort to create ad hoc communities around themes of importance to the Association, following the successful model of the safety community (currently circa 250 affiliates to date), and make sure that they are translated into appropriate working groups and that they add value to the association activities.
- Contribute from his/her knowledge to the operational needs and success of events organised by the Association and in particular EBACE (ebace.aero) and AirOps (Airopeurope.aero).
- Be co-responsible for the formulation of the overall strategy of the Association and, working with the CPO and CAO, prepare for the CEO the first draft Business Plan and Annual Budget.
- Deliver his/her accountabilities in the Business Plan and Budget, on cost and on time and, working in close collaboration with the CPO and CAO, oversee Business Plan and Budget delivery on behalf of the CEO.
- Together with the rest of the Management team and through the CEO, report to the Board of Governors and the ExComm as the accountable Manager for all Operational matters.

PROFILE

The Chief Operating Officer will:

- Have a proven track record in the operation of Business Aircraft preferably under an Air Operators Certificate with at least 10 years of relevant professional experience.
- Possess demonstrable managerial skills, and be a good motivator and leader.
- Be visionary, creative and willing to develop and implement innovative concepts.
- Be able to work under pressure and be result-driven.
- Demonstrate a capability to work in a multicultural environment.
- Be a natural communicator, and feel at ease speaking in public.
- Be open minded and ready to travel abroad on a regular basis, both in Europe and to the U.S. and beyond when necessary.
- Speak and write fluently in English with good French or German capabilities as an asset.
- Have knowledge of working with trade bodies or other NGOs. A good appraisal of the functioning of the EU institutions will be an advantage.

HOW TO APPLY

You are invited to forward a comprehensive CV, together with a supporting statement, which explains why you are interested in the position and provides evidence of your suitability against the job description and person specification.

Please include details of your current salary and benefits package. Please ensure that you have included mobile, work and home telephone numbers, as well as an email address. It would be helpful to also let us know if you have any dates when you will not be available, or would have difficulty with the recruitment timetable.

The expected start date for the successful candidate is Q2 2017.

The preferred method of application is through email to the following address: ebaa@odgersberndtson.be
- all applications will be treated in absolute confidence.