

JOB DESCRIPTION

FULL TIME JUNIOR MANAGER REGULATORY AND SAFETY AFFAIRS

2024

YOUR ROLE

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.

You will be the main contact of the experts that are responsible for various files at EASA and other regulators and keep track of all these different files.

Reporting to the COO, you are expected to support a varying number of aero-political dossiers and projects directly or indirectly.

RESPONSIBILITIES

- Have several specific files to follow, including member projects and issues surrounding regulation and safety; these files will be amended in consultation between you and your Manager from time to time as required.
- Report to the COO on questions related to regulatory and safety files and projects; in particular, you will be responsible to ensure that your dossiers are being driven appropriately and that goals and objectives are met, together with technical experts and or representatives;
- Propose and, where appropriate, implement strategies and projects aimed at influencing applicable European institutions and international aviation organizations;
- Play a coordination role with other aviation associations and trade bodies to establish, whenever feasible, a united front on the files you represent vis-à-vis natural recipients (governments, EU institutions, etc.), be it in Europe or internationally;
- Provide periodic and comprehensive information to EBAA Members on matters relevant to your portfolio;
- Establishing effective communication and collaboration with members, stakeholders and other associations within the EASA framework to ensure comprehensive representation of Business Aviation;
- Supporting EBAA Members on operational issues as they arise.
- Managing safety-related trainings and organizing safety conferences and workshops;
- Developing tools to facilitate the collection of safety data across Business Aviation;

PROFILE

The successful candidate will demonstrate:

- The ideal candidate will excel in accurately tracking and managing various projects simultaneously, demonstrating strong communication skills while engaging with diverse stakeholders.
- The ability to multitask, prioritize, and maintain clear lines of communication will be essential for success in this role.
- We are looking for a candidate with a strong desire for professional growth and development in our dynamic industry. Previous experience in Business Aviation operations or flying experience is helpful but not necessary;
- Excellent written and spoken English. Knowledge of other EU languages is desirable;
- Great starting position or if you wish to change career!
- Flexibility, with a sense of initiative, service, and responsibility. Ability to work independently as well as within a team;
- Occasional travel in Europe and beyond.

TO APPLY

If you believe you are the ideal candidate for this position, please send your application (CV with a cover letter) prior to April 30th , 2024 to hr-and-admin@ebaa.org; subject: Junior Manager Regulatory and Safety Affairs. We look forward to hearing from you!

We are confident that you will understand that in consideration of the large number of anticipated applications, only shortlisted candidates will be contacted.