



FH Europe

The European FH Patient Network

JOB DESCRIPTION

Role:	Chief Executive
Location:	Home based (anywhere in Europe)
Contract type:	Consultancy
Hours:	22.5 hours per week (3 days)
Remuneration:	£250 day rate negotiable, depending on location and experience

Familial hypercholesterolaemia (FH) is an inherited condition which leads to exceptionally high cholesterol levels, often double and sometimes four times those of the general population. It is easily treated once identified, however the majority of cases remain unknown. Around 3m people have the condition in Europe but less than 1% is identified in some European countries.

The condition affects around 1 in 250 and it is essential to identify these individuals and their families as early as possible as they are at high risk of an early heart attack, as early as their 20s, 30s and 40s.

FH Europe is a UK registered charity. We are a European FH patient network of 24 organisations in 23 countries working together to secure early identification and diagnosis of FH patients to prevent early cardiovascular disease.

FH Europe has a fantastic opportunity for a natural and inspirational leader to join them as Chief Executive. You'll develop, deliver and report on their vision and strategic goals, championing a culture that values and enhances their model as a network-based charity.

General Responsibilities of the Chief Executive:

- Regular liaison with the Chair and Patient Network Co-ordinator
- Facilitate all governance aspects involved with running the charity, including the Charity Commission
- Work closely with the Board of Trustees
- Manage the organisation on a day to day basis
- Line manage staff, currently a part time network co-ordinator
- Oversee and drive forward all projects
- Drive the network forward
- Support existing members to help them to be the best they can be at identifying people with FH and their families in their respective countries
- Manage key relationships in order to ensure the smooth running of the organisation, including the Accounts Department, the bank and examiners

- Generate income
- Facilitate the relationship with EAS, EAS FHSC and other relevant key groups, networks and key opinion leaders
- Attend appropriate meetings, a lot of which will be overseas

The Chief Executive will have the following skills:

- Proven track record of facilitating multi-country networks and understanding the differing cultures and needs.
- Sound business management experience to include strategic planning and day-to-day operations.
- Financial skills appropriate to oversee a budget and to monitor and control its implementation.
- Experience of direct accountability to a Board of Directors or Trustees.
- Experience of Governance and Compliance.
- A strategic vision and knowledge of how to implement and apply the vision to facilitate delivery
- Willingness to act in the best interests of the charity
- Good, independent judgement
- An ability to think creatively and strategically
- Willingness to speak one's mind and listen to the views of others
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Chief Executive
- Confident and competent public speaker and presenter
- An ability to work effectively as a member of a team
- Effective communication skills and a willingness to participate actively in discussion
- Tact and diplomacy

- **Personal attributes:**
- An instinctive and sure touch in dealing with a variety of people
- An enthusiasm for the work of charities and voluntary organisations.
- A positive "can do" and "hands on" approach.
- Must be a fluent English speaker. Speaking other European languages would be beneficial, including French and German.

Contact for discussion:

Jules Payne

Chair

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Job description created September 2019