



EXECUTIVE DIRECTOR Terms of Reference

I. BACKGROUND & OBJECTIVES

UAEM is a non-profit coalition of students and young researchers with chapters on nearly 100 campuses in at least 20 countries around the world. Founded in 2001, UAEM has grown into an international network of students in medicine, law, public health and related fields. UAEM Europe in particular has grown at a fast rate over the last few years, and now has active chapters in over 13 countries. Therefore there is a need for an Executive Director who can guide and support these chapters in their local projects, as well as in international campaigns.

UAEM members believe that access to medicines is a human right, not a privilege, and that they should be created for people and not profit. With an anchor in campus-based activism and a commitment to grassroots movement-building, UAEM members work on projects ranging from evidence-based advocacy to flash mobs to policy-level campaigning.

UAEM members are committed to:

- promote access to medicines and medical innovations by changing norms and practices around academic patenting and licensing, supported by our own independent research;
- ensure that university medical research meets the health needs of people;
- empower students to respond to the access and innovation crisis.

UAEM is growing rapidly with local, regional and global campaigns at the heart of this change. The Executive Director for UAEM Europe plays a key role in providing guidance and support to the student leadership as well as providing the day-to-day management of the UAEM Europe team and office.

The main objective of the Executive Director of UAEM Europe is to successfully coordinate and direct UAEM's student-driven global health advocacy activities in Europe, managing operations under the oversight of the UAEM Europe Board of Directors and within the framework of UAEM's international governance and strategic plans.

II. PLACE IN THE ORGANISATION

- The ED reports to the UAEM Europe Board;
- The ED manages the UAEM Europe team;
- The ED facilitates the work of the UAEM Europe leadership, including the European Coordinating Committee, Empowerment Committee or other focal points (such as national coordinators);
- The ED liaises with executive directors in other regional branches as well as with global UAEM entities.

III. MAIN RESPONSIBILITIES

Leadership

- Direct and facilitate UAEM activities at the European level, cultivating an open and inclusive community among members as well as fostering a connection to the global UAEM entities with the goal of promoting transparent and transformative leadership within the movement.

Programme & Member Management

- Oversee and ensure the planning, implementation and evaluation of effective core campaigning, guiding staff and students in the development of campaign strategies, positions, publications or actions;
- Provide input to and oversee the implementation of the International Strategic Plan as well as guiding the annual European action planning by student leaders;
- Facilitate the planning and coordination of UAEM Europe leadership meetings, conferences and assemblies, supporting the student-led content and logistics, ensuring financial accountability;
- Oversee the maintenance of institutional knowledge, ensuring a central repository for information as well as maintaining effective internal communications tools chosen by students;
- Oversee the management and maintenance of a membership database in collaboration with the UAEM Europe Board
- Ensure that online services such as the payment of fees are transparent.

Office & People Management

- Manage the operations of the UAEM Europe office and team, ensuring the implementation of approved financial and human resource policies and procedures;
- Supervise UAEM Europe staff, interns and volunteers, ensuring regular performance evaluations and promoting personal development and staff welfare;
- Administer UAEM funds responsibly according to the annual action plan and budget and in concordance with UAEM strategies, governance best practices and organisational values;
- Oversee the maintenance of up-to-date administrative bookkeeping as well as statutory, tax and legal reporting or requirements.

Development

- Oversee the management and evaluation of the multi-year fundraising and development strategy, in line with global governance best practices and in communication with other UAEM regional offices;
- Oversee the steady development and accountable management of fundraising activities, providing guidance to members fundraising at chapter level.

Movement Building

- Cultivate UAEM Europe as part of the global movement by supporting impact-driven growth of chapters, members and alumni networks;
- Participate in regular meetings of the UAEM Europe Board and European Coordinating Committee as a non-voting presence;

- Participate in meetings of the Empowerment Committee on request as a non-voting presence;
- Attend in-person meetings of UAEM Europe and global leadership as well as on request the gatherings of other global branches;
- Liaise and provide support to non-European chapters as agreed with counterparts in other UAEM branches.

External Communications and Representation

- Oversee the management and evaluation of the multi-year communications strategy, in collaboration with other UAEM regional offices;
- Oversee student contributions to a vibrant, interactive and informative global website and social media streams, ensuring messages that uphold UAEM's core mission and values;
- Provide support to students representing UAEM externally, including with coaching, preparatory work and feedback;
- Accompany and represent UAEM positions, building a network with civil society and other stakeholders in collaboration with members and other UAEM offices;
- Monitor and support the UAEM Europe Board in managing organisational risk, including risks to staff, members, finances, assets and public image, facilitating the appropriate implementation of global governance best practices for the use of the UAEM identity, including the name and logo.

Evaluation & Reporting

- Oversee the annual evaluation of and reporting on the International Strategic Plan in collaboration with other UAEM branches as well as the European annual action plan in collaboration with student leadership;
- Ensure the timely and consistent delivery of campaign and programme evaluations and reports, adapting to audiences including donors, the UAEM Europe Board and the UAEM membership;
- Ensure at a minimum transparent quarterly reporting to the UAEM Europe Board on finances, team management and major progress plus a year-end summary as well as immediate reports on incidents and/or issues of organisational risk to the UAEM Europe Board.

IV. PROFILE REQUIREMENTS

- Genuine interest in and commitment to UAEM's mission, vision and values, with demonstrable interest in activism, social justice and political movements
- Proven leadership experience, with the skills to recruit, train, mentor and motivate others
- Demonstrable knowledge and experience with project and people management, including strategic planning
- Demonstrable experience with financial management, including planning, budgeting and reporting
- Knowledge of fundraising, grant writing and/or donor stewardship
- Excellent judgment and diplomacy, with a high level of intercultural awareness and/or experience building inclusive communities
- Experience preparing and giving speeches or presentations, ability to communicate with a wide range of people including experts, politicians, board members, colleagues, volunteers, etc.

- Outstanding proven time management and organizational skills with a keen attention to detail and the ability to remain calm under pressure
- Strong work ethic with the ability to work both independently as well as part of a team
- Able to synthesize complex material with written and verbal skills in English; additional languages (in particular German) an asset
- Willing to work flexible hours, including evening meetings and phone calls
- Able to travel 15% of the time
- Able to provide a valid work permit for the EU
- Ideally willing and able to relocate or travel regularly to Berlin, but other locations in Europe may also be considered

This is currently an 80% part time position (32 hours / week) and the gross salary is €2400 / month (taking into account the employer's share of social security costs as required by German law). There is some room for negotiation, depending on the candidate's experience, as well as the potential to turn this into a full time position (40 hours / week, €3000 monthly). Further salary increases will depend on the Executive Director's fundraising successes.

If this job opening appeals to you, please do not hesitate to contact us for further information and apply by sending your cover letter, CV and references to **hiring@uaem.org** as soon as possible - we look forward to your application.