



Applicant Information Pack

Chief Operating Officer
European College of Equine
Internal Medicine

August 2024





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ABOUT THE EUROPEAN COLLEGE OF EQUINE INTERNAL MEDICINE



The European College of Equine Internal Medicine (ECEIM) is a not-for-profit speciality college that oversees the training, examination and completion/maintenance of credential requirements of veterinarians who are equine internal medicine specialists, referred to as ECEIM Diplomates (<https://www.eceim.info/>).

The ECEIM was established in 2000 and in 2010 became a fully recognised member of the European Board of Veterinary Specialisation (EBVS), a regulatory Board of all European veterinary specialty colleges (<https://www.ebvs.eu/>). To remain certified as an EBVS specialist, a Diplomate must be re-certified every five years; there are currently 220 certified ECEIM Diplomates.

A recognised EBVS specialist in equine internal medicine serves the veterinary patient, its owner and the public by providing expert care for horses, ponies, donkeys, mules and other Equidae with medical diseases. Furthermore, an ECEIM Diplomate aims to increase the competency of those who practice in this field through training and dissemination of knowledge.

The ECEIM aims to encourage research and other contributions to the advancement of knowledge relating to the pathogenesis, diagnosis, therapy, prevention and control of diseases directly or indirectly affecting Equidae, promoting communication and dissemination of this knowledge. To assist this, the College arranges an annual international meeting where the latest research focusing on equine internal medicine is presented and new developments in this field shared with colleagues.

Strengthening the College through training and examination of new Diplomates is one of the most important parts of promoting equine internal medicine in Europe as well as to increase the competency of those who practice in this field. The ECEIM therefore actively works to help establish approved training programmes throughout Europe where residents undergo a structured training programme under the supervision of certified ECEIM Diplomates.

In summary, the College oversees:

- Development of graduate-level teaching in equine internal medicine, especially through residency training programmes and the provision of guidelines for post-graduate education;
- Training, examination and certification of candidates to become EBVS® European Veterinary Specialist in Equine Internal Medicine;
- Development and provision of continuing educational courses in equine internal medicine;
- Research and other contributions to knowledge relating to pathogenesis, diagnosis, therapy, prevention, and control of diseases directly or indirectly affecting Equidae;
- Promotion of communication and dissemination of knowledge.





ABOUT THE ROLE



The ECEIM Board has ambitious plans for increasing the reach and impact of the College; however, the volunteer-filled Board and College committees scarcely have the capacity to manage the existing operations, never mind expanding them.

Following extensive discussions and external consultation, the Board decided that a Chief Operating Officer (COO) should be appointed to help sustain current operations, support the volunteers and committees, and drive further development of ECEIM.

As a new post, the successful post holder will have the opportunity to shape and develop the role, with the aim of enabling ECEIM to operate more effectively and facilitate the College's growth. The COO will create capacity among the board members by supporting with a range of key processes and procedures.

The post holder will bring both a practical and solutions based mindset as well as the ability to see the bigger picture in order to facilitate a longer term strategic and operational way forward that will ultimately support ECEIM's mission and key objectives to advance equine internal medicine in Europe and increase the competency of those who practice in this field.



JOB DESCRIPTION



JOB TITLE

Chief Operating Officer

JOB PURPOSE

To support the ECEIM Executive Committee (i.e. the Board) in ensuring the efficient and effective running of the College's operations, and to help secure and manage further resources for the implementation of its longer-term strategic objectives.

REPORTS TO

ECEIM President

MAIN RESPONSIBILITIES

1. Strategy:

Work with the Board to develop the strategic and operational plan for the College and oversee its effective implementation.

2. Governance:

Work with the Board to ensure the College meets its legal and regulatory obligations.

Establish and support the implementation of policies that improve and promote the College's vision, mission and values.

Provide effective reporting and performance management information to the Board, so it can monitor plans and targets and exercise its governance duties. Identify issues that need addressing (with recommended solutions where possible).

3. Compliance:

Ensure the organisation is compliant with relevant regulations and standards.

4. Operational management:

Support and encourage the Board, sub-committees and volunteers in the delivery of the College's activities.

Oversee the daily business and administrative operations and improve operating procedures for optimal efficiency.

5. Financial management:

Ensure the resources of the College are managed as efficiently as possible and take a lead in constantly searching for ways in which efficiencies can be achieved without compromising effectiveness. Work with the Treasurer to oversee effective financial management, ensuring the preparation of budgets, cash flow and forecasts for the short, medium and long term.

6. Income generation:

Maximise earned and voluntary income to meet the current and future needs of the College. Work with the Board and other stakeholders to secure sponsorship, grants and donations, and other forms of additional income.

7. External relations:

Foster positive relationships with Volunteers, Members, Residents, relevant statutory and professional agencies, and funders and supporters.

8. Undertake any other duties relevant to this post, as agreed with the Board.





PERSON SPECIFICATION



ESSENTIAL

- Excellent leadership and organisational skills.
- Experience in role with a similar range of functions or oversight of key projects, programme or ways of working to best effect, developing new systems and process as needed.
- Sound financial management skills and financial awareness.
- Data analysis and reporting skills.
- Excellent written and oral communication skills.
- Strategic planning and business development expertise.
- Understanding of committees and structures and how to work best with these types of sub groups.
- A self-starter, able to manage own time and priorities, possessing excellent self-organising skills and IT competence.
- Able and willing to work alone - a practical doer, able to develop and present clear plans, then personally implement those plans, and report on outcomes.
- Decisive, but with the wisdom to know when to refer upwards for a decision or outsource key skills where needed.
- Willing to work flexibly to fulfil the demands of the post and work outside normal office hours when required.
- Empathy and resonance with the aims and objective of ECEIMs mission, in particular raising standards in equine welfare and care.

DESIRABLE

- Experience of working in higher education/academia and appreciation of the importance of professional credentials and higher level qualifications.
- Experience in a senior executive role
- Degree in Business Administration or equivalent.
- An accountancy or financial related qualification.
- Fundraising, grant applications, other income generation activities.





TERMS AND CONDITIONS



Job Title	Chief Operating Officer, ECEIM.
Location	UK based, Remote working
Hours of work	Contracted hours are 20 hours per week. Work pattern to be agreed with the successful candidate. As expected in a role of this nature and seniority the job holder will be willing and able to work extended and at times unsocial hours. Overtime is not paid. The job holder will be able to take time off in lieu of extended hours worked.
Salary	circa £30,000 to £32,000 per annum, actual (circa £56,000 to £60,000 FTE). This would be reviewed on an annual basis.
Pension	ECEIM will provide a pension contribution of 3% of salary; the employee will contribute a minimum of 5% of salary.
Holiday	28 days annual leave FTE pro rata, so 15 days for 20 hours per week; plus Bank Holidays.
Probation	The role is subject to a 6 months' probationary period.
Notice	Two months either way after successful completion of the probationary period. Two weeks either way during probationary period.



HOW TO APPLY



The closing date for applications is 9.00am on the 6th September 2024.

Applications should be sent by email to sarah.divina@actionplanning.co.uk

Please enclose:

- A full CV, including educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget and staff responsibilities. Please include details of your latest remuneration and benefits.
- A covering letter, of no more than two pages in total, summarising your proven ability to address the areas set out in the Job Description and Person Specification and your reasons for applying.
- A completed Personal Details Form – available on the Action Planning website at www.actionplanning.co.uk/jobs-board

If you have any questions about this post, please address them in the first instance to sarah.divina@actionplanning.co.uk

All applications will be treated as confidential.

All applications will be considered after the closing date and candidates informed if they have been shortlisted for first interview as soon as possible.

Initial screening will be conducted by Sara Ginn, Consultant, Action Planning primarily during week commencing 9th September 2024.

We aim to conduct interviews in person at a location in London on Thursday the 19th September 2024.



**EUROPEAN COLLEGE OF
EQUINE INTERNAL MEDICINE**
<https://www.eceim.info/>

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