



European Federation of
Catering Equipment Manufacturers

THE EUROPEAN FEDERATION OF CATERING EQUIPMENT MANUFACTURERS

OVERVIEW

The federation was founded in 1969 and includes the key European national associations in its membership. The European Federation of Catering Equipment Manufacturers represents manufacturers of commercial kitchen equipment. The organisation is registered in Brussels EFCEM is the only commercial kitchen equipment group represented in Brussels by ORGALIM (Organe de liaison des industries mecaniques en Europe), the highly respected voice of the European electrical and mechanical engineering industries. Through such high-level representation EFCEM can lobby and influence on current and anticipated legislation and regulations. With over 65% of legislation originating in Brussels EFCEM is the heartbeat of the foodservice equipment industry in Europe.

The federation is active in the formulation of standards for the industry and through its meetings seeks to identify and act on issues of common interest. By being involved in the work of EFCEM, national associations and their memberships benefit from unrivalled technical expertise and resources. This combines with the best platform for the commercial kitchen manufacturing industry to work together and influence its future.

EFCEM's work is defined through its Council, its Management Committee and its Marketing Committee and Technical and product working groups. A General Assembly is convened every year with the Presidents and Secretary-generals of all the national associations. Each member company of a national association can attend this meeting. The General Assembly determines the main lines of EFCEM's policy and takes the major decisions on EFCEM's life: it deals with the budget, finances, and contributions; it defines the Working Groups' tasks; it gives guidelines for the work of the Secretary General and the Committees

THE ROLE:- EFCEM – SECRETARY GENERAL POSITION

A FANTASTIC OPPORTUNITY HAS ARISEN FOR THE RIGHT CANDIDATE TO HEAD UP DELIVERY OF THE EFCEM REMIT AND VISION FOR THIS LONG ESTABLISHED AND RESPECTED FEDERATION.

The Federation is looking to identify a high calibre individual to lead the Federation in the next phase of its development. The role will focus on day to day leadership but will also provide wider input across the various working groups to develop strategy and ensure its execution.

Key responsibilities will include planning and directing the activities of the Federation to achieve financial and non-financial targets, ensuring that the Federation maintains high professional standards, knowledge and capability. In addition there will be a requirement to establish and maintain relationships with all National Association and with a broad range of industry influencers, strategic partners, advisers, government bodies and colleagues.

You will be an established leader with a track record of operating in the catering equipment manufacturing sector, experience of full P&L and balance sheet responsibilities, strong commercial awareness and well developed influencing skills.



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Working closely with the Federations President and Board Members developing and implementing strategy and with a focus on potential revenue optimisation.

This represents a great opportunity to play a major part in the continued success of this well established and respected European Federation.

THE SECRETARY GENERAL WILL:

- Lead in the development and delivery of EFCEM's strategy
- Manage and prepare an annual budget for the Federation
- Ensure that all working group's (WG) are appropriately lead and directed
- Organise Management Board Meetings, related minutes including circulation and all statutory requirements.
- Act as Clerk/Secretary to the Federation Board
- Schedule and manage Federation General Assembly Meetings, related minutes and circulation.
- Representing EFCEM at meeting and conferences

REQUIRED SKILLS & EXPERIENCE:

- Graduate or equivalent with extensive senior management experience
- Substantial experience within the catering equipment industry
- Excellent communication skills both verbal and written
- Proven experience of successfully implementing strategy
- Experience of successfully leading a team
- Demonstrate experience of financial planning and budgetary control
- Previous experience of managing conflict
- Ability to travel across Europe and Internationally
- English fluently in word and writing, European languages would be an advantage.
- Talented networker and Lobbying Skills
- Technical understanding
- Can network at EU level and build competence in the EU legislative processes, ideally already has initial experience
- Understanding and experience with (EU) regulatory documents and processes
- Administrative & IT skills and well organized
- Ability to work and communicate transparently
- Open, proactive character
- Strategic competence and quality as opinion leader and persuader

PROPOSED HOURS & SALARY:

It is envisaged that this will be a part-time role approximately 20 hours per week with the ability to work from home.

Remuneration is commensurate with the position, responsibilities and experience.

To apply, please send a c.v. and covering letter outlining why you feel you are suitable for the role; by email to EFCEM President, Phil Williams. phil.williams@victormfg.co.uk

Closing date for applications, 30th November 2022.