



## **EUROPE AIR SPORTS**

The Association coordinating Regulatory Matters for European National Aero Clubs of Member States of the European Civil Aviation Conference and for European Air Sports Organizations.

Air Sports : Aerobatics, Aeromodelling, Airships, Amateur-built Aircraft, Ballooning, General Aviation, Hang-gliding, Human-powered flight, Microlight Aircraft, Parachuting, Paragliding, Rotorcraft / Helicopters  
Regulatory : Air Displays, Airspace, Airworthiness, Environment, Insurance, Legal, Licences, Maintenance, Medical, Radio, Safety Standards

### **PROGRAMME MANAGER**

### **RECRUITMENT BRIEF**

**April 2008**

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## EUROPE AIR SPORTS

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### FOREWORD

Europe Air Sports represents the interests of an estimated 700,000 pilots and participants in air sports throughout Europe, including the EU countries. This representation is effected through the member organisations – the National Aero Clubs, European Air Sporting Unions and other light aviation organisations.

Europe Air Sports' purpose is to represent its members' interests in relation to civil aviation regulatory matters, with the aim of ensuring the continuity of all air sport activities through the preservation of a satisfactory operating environment appropriate to the particular activity and the minimum necessary regulation.

During the last few years authority for aviation regulation in Europe has been steadily transferring from national Authorities to the European Aviation Safety Agency and this process is ongoing. In addition, the influence of the Single European Sky in the sphere of air space design and designation is likely to impact on the activities and freedoms of air sport participants in future years.

The European Commission and the European Parliament have been active in introducing new legislation and are expected to continue on this path for some years to come. This period of intense regulatory turbulence entails great risk for recreational flying and air sports because the authorities have only limited understanding of its needs and tend to treat the sector as a sub set of commercial aviation. Europe Air Sports provides the necessary counter-weight. It not only reacts to such developments, but also is pro-active in influencing the future proposed legislation and framework within which various air sports operate.

Europe Air Sports is an organisation mainly comprised of elected volunteers and appointed technical officers and experts, who are also volunteers. The workload that volunteers have been faced with in recent years, and will continue to face for some years to come, requires the support of a professional manager.

This recruitment brief sets out the requirements of the Board of Europe Air Sports for such a person..



Sir John Allison  
President, Europe Air Sports  
21 April 2008

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### EUROPE AIR SPORTS - ORGANISATION

#### Members

The members of Europe Air Sports (EAS) are the National Aero Clubs of European countries in the European Civil Aviation Conference, including the European Union. There are 26 members in this category.

Pan-European representative bodies for individual air sports, such as gliding, hang- and paragliding, microlight and powered aircraft / pilots and parachutists and other related sporting and recreational aviation are also member of EAS. Other international organisations are also members and there are some national organisations that are Associate Members

#### EAS Board

The members elect the board from candidates nominated by members or board. The board comprises a President, vice Presidents and a Treasurer. The Board appoints the Secretary General. It has contracted a Programme Manager since 2004. Rudi Schuegraf has served since early 2005 until February 2008.

The President is Sir John Allison (UK), who completed his career in 1999 in the UK Royal Air Force as Air Chief Marshal and Commander-in-Chief of RAF Strike Command. He flies vintage aircraft of the famous collection at Old Warden, including the Spitfire, and owns two vintage aircraft.

Other board members are:

Louis Berger (Belgium), Vice-President  
Cor van den Burg (Netherlands), Vice-President  
Sergio Calabresi (Italy), Vice-President  
Dominique Méreuze (France), Vice-President  
David Roberts (UK), Vice President  
Rudolph Schuegraf (Germany), Vice-President  
Roland Stuck (France), Vice President  
Per Wistisen (Denmark), Treasurer-General

Pierre Portmann, (President FAI), Advisor

The Secretary-General is Harry Schoevers (The Netherlands)

#### Technical Officers and (rulemaking) experts

The Board appoints technical officers and experts with relevant technical expertise and knowledge. Technical Officers attend a variety of meetings in Europe in the aviation regulatory field, and experts participate in rulemaking working groups in EASA. They report on developments and their influence of proceedings to the Board.

#### Working Parties

Working parties are established for each of the eight main air sport activities. Their purpose is to provide a focus on regulatory matters affecting each particular air sport, and members are volunteers with expertise in their respective field. Usually the Air Sporting Unions, as the repositories of best expertise, take the lead.

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### FUTURE CHALLENGES

Europe Air Sports is faced with several significant challenges in a changing environment. These include, inter-alia, the following:

- The continuing development and expansion of authority of the European Aviation Safety Agency and the creation of new legislation on a pan-European basis to replace much of the current national level legislation as it affects light aviation, including air sports.
- In particular the extension of competence of EASA to Flight Crew Licensing, Aircraft Operations, Air Traffic Management and Aerodromes
- The developing agenda of Eurocontrol in the field of airspace design and designation in the form of the 'Single European Sky' strategy
- Other legislative activities of the European Parliament and the European Commission in the field of civil aviation and related security, including insurance requirements
- Probable increasing emphasis on environmental requirements and conditions
- The likely progressive reduction in the influence of national aviation authorities

### JOB DESCRIPTION

#### Job Title

Programme Manager (PM), Europe Air Sports.

#### Position and responsibilities

The PM will be responsible and accountable to the elected President of EAS, who in turn is responsible to the General Meeting of EAS. In day-to-day business the PM will report to the Secretary-General and liaise closely with other board members in charge of specific tasks. The PM will be responsible for the efficient and effective collection, collation and dissemination of relevant information to the Board, the technical officers and member organisations, for the management of work programmes to support the EAS representation in various forums, and for the achievement of agreed objectives.

In summary he/she is responsible for managing the internal process from input to output in the EAS organization.

He / she will actively interact with pan-European aviation regulatory bodies to promote the optimum position for EAS and its members.

The PM will be expected to take part in EAS Board meetings.

The scope of the work and tasks envisaged for the PM are:

#### *Information and communications*

- Sourcing all information relevant to developments in civil aviation regulation in Europe on a timely basis, by electronic means, meetings and networking
- Assimilating and analysing the information gathered and converting it into briefings for EAS board members, technical officers, rulemaking experts, working parties and member organisations. An important aspect of this that has recently assumed greater prominence is the requirement to produce briefings for national member organisations to assist them to influence national positions in the Council of Ministers and the Parliament.

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- Creating, developing and maintaining a network of contacts in the civil aviation and sporting aviation world in order to build a comprehensive knowledge-based network
- Creating and developing an advisory service to member bodies and technical experts on regulatory issues and civil aviation safety matters as they affect air sports in Europe.

### *Programme management*

- Creating and managing programmes of work within the EAS family of volunteers, to respond to developments in aviation regulation, and co-ordinating the programmes according to planned schedules and time-scales
- Obtaining responses from experts / board members / technical officers etc
- Conducting or arranging for research when required into specific regulatory topics

### *Policy and response drafting*

- In co-operation with technical officers and working party co-ordinators, developing positions and producing draft policy papers and / or proposed responses to regulatory bodies for the EAS board and/or General Meeting / Technical Conference to consider and, where appropriate, approve
- Supporting the EAS Account Managers – mainly EAS board members – in preparing for, meetings with the regulatory authorities. From time to time, attendance at such meetings may be desirable.

### Longer-term prospects

The Secretary-General of EAS, Harry Schoevers, intends to retire in 2008.

It is in the line of developments that his function may be organized in another way .

## **PERSON SPECIFICATION**

The PM will need to possess the following experience, expertise, personal qualities and capabilities:

- Current knowledge of the European civil aviation regulatory framework and process, its structure and the impact upon sporting aviation
- A good team player who can work effectively within a multi-national, multi-disciplinary organisation
- Fluent in spoken English and competent to a high standard in written English
- A high level of integrity, initiative, self-motivation and self-direction

The PM will also ideally have the following:

- Experience in the management of a non-profit, volunteer-based organisation
- Experience of working with Government agencies
- Personal experience of recreational/sporting aviation

### Qualifications

Whilst no formal qualifications are essential, the following may be considered an advantage

- Educated to degree level or equivalent, preferably in technical (aeronautical) engineering or business administration
- A relevant professional qualification, for example in the area of Communications, Law, Government relations, and / or Programme and Project Management

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### Experience

EAS is looking to recruit someone with some of the following experience

- Strong active interest in recreational / sporting aviation and general aviation
- Minimum five years management experience
- Handling a variety of information sources to form a considered view of likely future events
- Competent in practical use of internet, preferably also in managing websites
- Programme or project management
- Proven record of success in current and previous roles
- Worked successfully in a non-hierarchical matrix/team environment and particularly leading and motivating volunteers
- Professional or participant experience in one or more of the air sports represented by EAS
- Dealing successfully with and influencing people in regulatory authorities, government departments and agencies

### Personal knowledge skills and abilities

The following attributes, not all of which are likely to reside in one individual, are highly desirable

- Extensive knowledge and understanding of air sports
- Diplomat, negotiator, completer / finisher (meets deadlines) and achiever
- Excellent oral, written and presentational communication skills with high standard of spoken and written English in addition to native language (if not English)
- Sound judgement and ability to take decisions within an agreed framework and delegation
- Attention to detail whilst maintaining, developing and summarising a strategic approach to key issues
- Ability to create viable ideas, responses and produce results
- Excellent inter-personal and relationship skills with ability to work successfully with a wide range of people, many of whom are experts in their own field
- Computer literate – Internet / email / Word / Excel / Powerpoint / Database etc.
- Well organised and a good administrator
- A second major European language other than English and/or native language

### Personal Style and Behaviour

The following personal qualities are really important:

- Professional demeanour, leadership by example, commanding confidence of volunteers, members and parties in external bodies
- Honesty and integrity
- Team player and enabler

## **TERMS AND CONDITIONS OF SERVICE**

### Appointment

The appointment will be on a part-time contract basis, negotiable dependant on the individual's personal circumstances

### Location

EAS does not have a permanent office. The Board meets usually in Brussels. The successful candidate may work from his/her home or office, although there is the possibility of office accommodation being provided by one of the member national aero clubs, if convenient geographically for the successful applicant.

A significant number of the contacts are in Brussels and Cologne, so travel to these places will be required from time to time. Convenient and cost effective access to Brussels, Cologne and possibly Paris is therefore desirable. This does not preclude candidates from countries some distance from these cities, though the availability of low cost airfares will be a consideration.

### Remuneration

Remuneration is negotiable according to qualifications, experience and skills of the successful candidate, and is expected to be based on a daily rate of €300.

### Expenses

Reasonable office, communication, travel and related expenses incurred directly in connection with the duties of the appointment will be reimbursed by EAS. Travel costs to official meetings in Europe will be by the most convenient and cost effective means; hotel and subsistence costs are limited to an EAS standard level.

### Conflicts of Interest

If a candidate or their spouse or partner has any business or other interests that could possibly be a conflict of interest with the activities of EAS, these interests should be declared in the application letter.

## **EQUAL OPPORTUNITIES**

EAS treats every candidate equally, irrespective of gender, ethnic origins, race, religion, disability or age. EAS welcomes applications from a diverse range of people for this important role.



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### RESPONSE INSTRUCTIONS

Interested candidates should

- (a) Provide a C.V.
- (b) Provide an application letter setting out why they consider they are suitable for consideration for the role, and how they meet the requirements
- (c) If appropriate, provide any other supporting material directly relevant to the application

and send the application by email to

Harry Schoevers  
Secretary-General Europe Air Sports  
Dinkellaan 8  
2105 VL Heemstede  
The Netherlands

E-mail: europe-airports@wxs.nl

**no later than 26 May 2008**

### TIMETABLE AND RECRUITMENT PROCESS

#### Timetable

Closing date for applications	1 June 2008
Interviews for short-listed candidates	8 June 2008
Conditional offer to selected candidate	15 June 2008
Desired Start date	1 August 2008

#### Recruitment Process

Members of the EAS Board, including the President Sir John Allison, will conduct the recruitment interviews.

Interviews will be held in Brussels, Hotel Izan Avenue Louise, Rue Blanche 4 on 8<sup>th</sup> of June.

Candidates will be asked to prepare a short presentation (maximum 10 minutes) on how they would approach the work, if appointed, for the beginning of the formal interview.

#### Expenses for attending Interviews and Assessment

Candidates coming to interview will be reimbursed reasonable travel expenses and, if required, overnight accommodation expenses.

### OTHER INFORMATION

Europe Air Sports' website provides further information: { HYPERLINK "<http://www.europe-airports.fai.org>" }

In the Public Section the statutes and reference to the registration in the Chamber of Commerce in The Hague, The Netherlands, are readily available.

In the Internal Section detailed information can be obtained through logging in with a password (to be provided by the Secretary-General on request).