

Shape the future of agricultural engineering in Europe as EurAgEng's Secretary General!

We are searching for the new EurAgEng Secretary General, who will focus on enhancing the society's profile and acting as the main point of communication for national societies, the Young Professionals Network, Executive members and the Council.

If you possess strong leadership and communication skills, this is your chance to make a significant impact on the further development of EurAgEng in service of society!

Your tasks will include daily office tasks such as organizing meetings, managing the membership database, overseeing finances as well as drafting and improving written communications. In your role, you will attend European conferences, network with industry, research and policy communities and fulfill other governance and financial management obligations.

The appointment will be a two-step process:

1. Submission of expression of interest with attached CV
2. Full application with your thoughts about the further development of EurAgEng. If you are invited for personal introduction, we expect a presentation on how you envision the future of EurAgEng and what you can contribute to this vision.

Apply now and become part of our mission to promote innovation, networking and knowledge exchange in agricultural engineering throughout Europe. Please send your expression of interest with a short motivation letter and your CV by 30th September to secgen@eurageng.eu.

Job title: Secretary General	Reporting to: EurAgEng Council and Executive
Location: Base office with broadband connection plus European travel as required	Salary: To be negotiated based upon up to 0.4 FTE plus Travel and Subsistence expenses. Needs to be flexible, with peak workloads around AgEng conferences, Council and Executive meetings, Newsletters etc.
Main duties: <ul style="list-style-type: none">• raise the profile of the society• provide central communications on behalf of EurAgEng members, Executive, Council and National Societies• administer executive, council and committee meetings, producing agendas, papers etc.• attend and minute meetings of the society• maintain the membership database• manage the society's finances including liaison with external auditing• administer members' individual subscriptions to Biosystems Engineering• attend Biosystems Engineering Management Committee meetings• edit and improve clarity of and prepare variety of written articles, communications etc.• relay information to members via website, e-mail, social media and newsletter• liaise with external website manager• attend and assist in AgEng conferences throughout Europe (up to 5 per two years)• network with colleagues on European proposals and initiatives and meet with senior members of industry, research and policy communities	

<ul style="list-style-type: none"> • liaise with and carry out other duties identified by the President or Executive or otherwise relevant to EurAgEng • Governance and finances 	
Qualifications	
Essential: Fluent English Literacy and Numeracy	Desirable: Agricultural or Biosystems Engineering qualification and/or relevant experience Knowledge of other European languages and culture
Knowledge and Skills	
Essential: <ul style="list-style-type: none"> • Knowledge and understanding of basic office procedures • Ability to plan and organise both familiar and new tasks • Produce and respond to detailed written and oral communications • Use standard computer applications to process, obtain, combine and present information eg. Microsoft Office, publication preparation, database management • Use email packages, social media and website to keep membership informed of events, European initiatives, meetings • Able to work on own initiative • Ability to liaise and network with professionals from academia and industry • Experience in Bookkeeping 	Desirable: <ul style="list-style-type: none"> • Working knowledge of agriculture including arable, livestock, horticulture, smart farming technology • Working knowledge of engineering especially agricultural or environmental based • Working knowledge of environmental issues • Appreciation of European policies related to agriculture, agricultural equipment, research, innovations and funding sources • May be linked to an agricultural engineering organisation • May be a small team or part of a team – e.g. 2 people desirable at peak times such as Executive/Council meetings and conferences