**Job Description of the Chief Executive   
of the Actuarial Association of Europe (AAE) – (50%-100%)**

(the “AAE”; officially: Verein Beratende Europäische Aktuarsgruppe,   
registered in Switzerland and with operations office in Brussels)

**The roles of the Chief Executive are,** under the supervision of the AAE chairperson:

* To expand the public affairs profile of the AAE by building and maintaining relationships with external stakeholders of the AAE (including the European Commission and Parliament, industry bodies); organize and attend meetings between such stakeholders and the AAE and take appropriate follow-up actions.
* To support the AAE board to define the long-term vision (long term), the strategic plan (3 to 5 years) and the business plan (short term) of the AAE.
* To execute the strategic and business plan with AAE internal stakeholders (e.g. Committees and/or working groups).
* To report back on the advancement and execution of the long term, strategic and business plans to the AAE board.
* To develop and validate a proposal for the AAE's target operation implementation striving for more efficiency and effectiveness.
* To work with the Member Associations of the AAE and with other associations that wish to develop links with the AAE, and to enhance communication with them in collaboration with the AAE Board liaison.
* To supervise the sound governance of the AAE, the activities of the Committees and bodies appointed by the Board.
* In cooperation with the Board of the AAE, and Steering Committees of the European Congress of Actuaries and other bodies – when relevant – manage the organization of the events of the AAE (e.g. its General Assembly, its Committee Meetings, and the European Congress of Actuaries).
* To promote effective communication, manage publications, and oversee press relations, in relation with the AAE Communication Panel
* To act as line manager for the staff employed or contracted by the AAE (3 people currently, and 5 in target).

**Your profile:**

The ideal candidate for the position of Chief Executive of the Actuarial Association of Europe (AAE) will possess a minimum of 15 to 20 years of professional experience, preferably in leadership roles within European institutions, actuarial profession, financial services, or a related field. They should demonstrate a proven track record of strategic planning and execution, governance oversight, and stakeholder engagement at a senior level. Experience working with committees, boards, or similar governance structures is essential, as is familiarity with European regulatory environments and public affairs. Strong organisational, communication, and interpersonal skills are required to effectively collaborate with the AAE Board, committees, and external partners. Prior involvement in international associations or congresses would be highly advantageous.

**About the AAE:**

The Actuarial Association of Europe (AAE), officially known as Verein Beratende Europäische Aktuarsgruppe, is a professional body registered in Switzerland with its operations office located in Brussels. The AAE serves as the central organisation representing the actuarial profession across Europe, bringing together national actuarial associations to promote the highest standards of actuarial practice, education, and professional conduct.

The AAE was founded in 1978 under the name of Groupe Consultatif Actuariel Européen, It brings together 38 professional associations of actuaries in 37 countries including those of the EU, together with the countries of the European Economic Area, UK, Switzerland and some EU candidate countries. Currently, around 30,000 fully qualified actuaries are members of the AAE’s member associations. The AAE has established and keeps up-to-date a core syllabus of education requirements, a code of conduct and discipline scheme requirements, for all its full member associations. It also develops model actuarial standards of practice for its member associations to use and it oversees a mutual recognition agreement, which facilitates actuaries being able to exercise their profession in any of the countries concerned. The AAE also serves the public interest by providing advice and opinions, independent of industry interests, to the various institutions of the European Union – the Commission, The Council of Ministers, the European Parliament, ECB, EIOPA and their various committees – on actuarial issues in European legislation and regulation.

The AAE has three key strategic objectives:

1. **Strategic Objective 1: Enhance relations with European institutions**. Establish and maintain relationships with key European institutions, so that the AAE can effectively provide them with high quality professional advice to improve the soundness of decisions from an actuarial perspective. expansively, including. This includes maintaining contact with other European organisations such as industry and consumer protection bodies, particularly ones relating to industries in which actuaries play a prominent role, such as insurance and pensions.
2. **Strategic Objective 2: Promote Professionalism**. Promote consistent standards of education and professionalism among actuaries in Europe. This includes facilitating continuing professional development of actuaries and supporting the development and recognition of actuarial work in wider fields as actuaries extend their areas of involvement.
3. **Strategic Objective 3: Promote a European community of actuaries**. Promote a European community of actuaries between AAE member associations, their members and the AAE. This includes facilitating networking, exchange of information and ideas and strengthening awareness among member associations and their members of the work of the AAE. The European Congress of Actuaries, currently held every two years, is one part of delivering on this strategic objective.

The AAE is looking for its new chief executive to play an active role in achieving all three strategic objectives and in managing the staff team as they support the many volunteer actuaries who contribute to the work of the AAE. Further information on the AAE is available at <https://actuary.eu/> including information on news and events, publications, history and structure.

AAE staff generally work remotely. It is envisaged that the new chief executive would do so too. Depending on agreed upon responsibilities, the role could be part-time or full-time.

**Accountability**

The Chief Executive is directly accountable to the Chairperson of the AAE.

**How to apply**

Candidates wishing to apply for this role are invited to [X].