



Starting the latest in May 2015, EYCE is looking to hire a

General Secretary

for our office based in Brussels (Belgium).

The Ecumenical Youth Council in Europe (**EYCE**) is an umbrella organisation of various Christian youth organisations around Europe and unites young people from protestant, orthodox and catholic traditions. The areas of commitment are the empowerment of young leaders, interdenominational and interreligious dialogue and youth politics. Thematic wise the work of EYCE is focused on fields such as economic justice, ecology, youth and human rights or peacebuilding. This is done mainly by training courses using methods of non-formal education.

Overview of the position

Programme: The General Secretary supports development of the projects and programmes, together with the Executive Committee.

Fundraising and Finances: The General Secretary is responsible for writing grant applications and reporting. He or she is the main contact person for our donors. The General Secretary is also responsible for the financial management of the organisation.

Staff Supervision and Administration: The General Secretary is responsible for the Office. This includes both supervising and mentoring up to two office volunteers, as well as general administration. The General Secretary works under the supervision of the Executive Committee.

Communications and Representations: The General Secretary coordinates the official communication with the member organisations and partners. This includes visits and representation in events in Brussels and throughout Europe.

Profile of the Candidate

- Commitment to EYCE's values
- Education to a degree level or extensive experience in a relevant field.
- Ability to communicate and work with young people from various cultural, social, denominational and religious backgrounds. Ability to communicate what EYCE stands for and represent the organisation.
- Knowledge about church and ecumenical structures as well as European Institutions (EU and Council of Europe) is an asset.
- Good organisational and administrative skills and experience. This includes:
 - Experience of fundraising (grant application and reporting) and financial administration (executing and booking the payments, carrying out financial reporting for projects).
 - Strategic planning skills, including the ability to prioritise and delegate work.
 - Experience of developing and coordinating short- and long-term projects.



- Ability and willingness to work on one's own initiative without daily supervision. Experience in coordinating and working with teams (mostly composed of volunteers).
- Language skills: Proficiency in oral and written English is essential as English is the working language of EYCE. Knowledge of French (or Dutch) is an advantage.
- Computer literacy: Standard office applications, webpage management (WordPress). Basic software maintenance is an asset.
- Ability and willingness to travel frequently and to work flexible hours.
- Ability to work in Belgium and to live in Brussels or the surrounding area.

Terms and conditions

Location: EYCE office in Brussels, Belgium. Requires also traveling within Europe up to 75 days/year.

Work time: 38 hours per week. Sometimes requires work during evening hours and weekends with adequate compensation.

Annual leave: 20 working days of holidays (4 weeks) per year. The period between Christmas and New Year is added to annual leave as the EYCE office is closed during this time.

Duration: 1 year's initial contract with possible extension

Start date: 1st of May 2015 or earlier

Salary: 2100 to 2400 EUR (gross monthly wage) depending on candidate's experience.

Responsible to: the Executive Committee.

Application and selection procedure

Application deadline: 15th of February 2015.

First Interview: Online. Selected candidates will be contacted via email and a time for Skype interview will be found at your convenience in the period of 19th - 27th February 2015.

Second interview: will be done in person in Brussels, Belgium on the **14th of March 2015**. The shortlisted candidates will be notified the latest by the 2nd March 2015.

Expected start of the contract: 1st May 2015 or earlier.

To apply: Please send your CV and a cover letter, stating why you would be a good match for this position highlighting how your skills and experience equip you for the role. Please also include two reference letters, one preferably from EYCE member organisation or your church, in support of your application. All documents should be in English. Please send the applications to: jobs@eyce.org.

More information: www.eyce.org or ask EYCE chairperson Benjamin Mlýnek: benjamin.mlynek@eyce.org.