



EUROPEAN WOMEN'S
LOBBY
EUROPEEN DES FEMMES

Application package

SECRETARY GENERAL AT THE EUROPEAN WOMEN'S LOBBY SECRETARIAT

Deadline for applications: 17.00 (CET) 10 November 2013

The European Women's Lobby (EWL) is the largest umbrella organisation of over 2000 women's associations in the European Union, with members in all 28 EU Member States and three of the candidate countries. The goals of EWL are the promotion of women's rights and equality between women and men in the European Union. EWL is seeking a full time Secretary General, based in the Secretariat in Brussels.

The Job

The EWL is seeking to recruit a full-time Secretary General to ensure the full operational and strategic management and leadership of the organisation, including the Secretariat. The specific tasks, as described below, will be carried out in the EWL Secretariat in Brussels.

The Contract

The EWL offers a Belgian employment contract. Salary will be commensurate with experience and expertise within the range of €5,600-6,300 gross per month plus €250 professional expenses per month. Secondary employment benefits such as lunch vouchers, 13th month salary, hospitalisation and pension insurance (after 6 months) and 26 days holidays apply. A probation period of six months will apply. The **starting date will be February 2014**.

How to apply

To apply, please send a letter of motivation and suitability, short CV and completed application form to Greboval@womenlobby.org with 'Application – Secretary General' in the subject line by 17.00 (CET) **10 November 2013**. Please note that applications that do not include the completed application form will not be considered.

Interviews will be held in Brussels on 7th & 8th December 2013. Preliminary telephone interviews may be part of the selection process. We regret that **only shortlisted candidates will be contacted**. Candidates should hold a valid work permit for Belgium.

The EWL is an equal opportunities employer and is committed to equal opportunities irrespective of gender, sexual orientation, gender identity, religion or belief, race or ethnicity, age or disability.

CONDITIONS, COMPETENCES AND JOB DESCRIPTION

Job Title: Secretary general

Type of contract: full-time

Accountable to: EWL President and Executive Committee

Location: EWL Secretariat, Brussels

1. CONDITIONS

The EWL offers a full time Belgian employment contract with salary range of €5,600- €6,300 gross per month according to level of experience and expertise aplus €250 per month professional expenses.

The EWL also offers secondary employment benefits such as lunch vouchers, 13th moth salary, hospitalisation and pension insurance after 6 months of employment and 26 days paid holidays. **Position will be open as of February 2014.**

2. CONDITIONS AND COMPETENCES

Conditions and required competences:

- Be legally entitled to live and work in Belgium;
- University degree or equivalent
- At least 5 years of relevant work experience in a leading position within a non governmental or governmental organisation;
- At least 5 years experience in organizational and project management, including human resources and financial management;
- Demonstrated commitment to the effective achievement of women's rights and equality between women and men;
- Knowledge and experience in the area of advocacy, in particular the areas of women's rights and gender equality;
- Proven fundraising skills
- Knowledge of European and international policies and institutions;
- Excellent organisational capacities;
- Excellent public speaking and media skills;
- Excellent networking skills;
- Capacity to work in a team and autonomously;
- Fluency in English essential and French desirable;
- Computer literacy and excellent IT skills.

2

3. JOB DESCRIPTION

Reports to: the European Women's Lobby President and Executive Committee.

Purpose of job: Strategic management of the EWL including the Secretariat

The EWL General Secretary plays a key role in relation to developing the EWL as an organisation and in this, leading the team that supports and services the EWL. The General Secretary works closely with the Executive Committee, Board Administration and all staff.

The Secretary General organises and attends General Assembly, Board, Executive and staff meetings.

All tasks are to be implemented on the basis of decisions adopted by the governing bodies of EWL

Main tasks:

1 To direct the strategic and policy management of EWL:

- To develop the organisation and to maintain and improve policy, administrative and financial procedures
- To develop, implement and monitor strategic and operational plans for EWL
- To monitor the policy and political framework for EWL
- To ensure compliance with EWL statutes and bylaws and suggest amendments and improvements
- To organise governing bodies meetings and provide the necessary support by preparing the agendas and briefings to the Executive Committee, Board of Administration and Staff.

2 To develop and implement personnel policy:

- To ensure the recruitment and retention of skilled staff for all areas of the organisation's work
- To develop and ensure implementation of an effective staff support and supervision system
- To develop and implement corporate staff objectives and an appraisal system linked to strategic and operational plans of EWL
- To ensure that a staff training and development programme is in place
- To ensure compliance with all legal requirements for the health and safety of staff, members and visitors attending EWL meetings
- To be responsible for the development, implementation and monitoring of EWL equal opportunities policy
- To be responsible for EWL's staff complaints procedure
- Ensure implementation of a staff policy.

3 To manage the external relations of EWL

- To actively represent the interests of EWL to the representatives of the European Commission, the members of the European Parliament, the Council and other relevant European and International bodies
- To ensure effective partnerships and strategic alliances with other women's NGOs, both European and global, and with European NGOs
- To develop and implement a marketing and communications strategy for EWL
- To ensure the appropriate representation of EWL to external bodies
- To represent EWL when mandated by the President and the Executive Committee

4 To manage the financial planning and control of EWL operations:

- To lead, develop and implement the fundraising strategy and financial management
- To prepare annual budget submissions, progress reports and accounts for the European Commission and other donors
- To maximise use of financial resources and to control operational costs

- To submit financial statements to EWL Treasurer as required and to submit financial statements to EWL Board and to the General Assembly
- To ensure compliance with financing contracts

5 To be accountable to EWL governing bodies for all the activities and work of EWL secretariat