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# APPLICATION FORM

# PROGRAMME DIRECTOR

# European Women’s Lobby

**Deadline for applications: 8 April 2018 midnight CET**

Interested candidates are requested to submit an application to the European Women’s Lobby via email to jobs@localknowledge.be **using this application form only**.

**Please keep in mind that only this application form will be considered for the selection; please do NOT send any other document (CV, recommendation letters, diplomas, etc.). Applications not respecting the instructions for completing the form will not be considered.**

Please include in the e-mail subject line: **“Application for Programme Director, and YOUR NAME”**

# General information:

|  |
| --- |
| Name: |
| Address: |
| Telephone: |
| Email address: |

**2. Further/higher education/other relevant training:**

|  |  |  |
| --- | --- | --- |
| **Name and address of college/university/training institute** | **From/to** | **Qualifications obtained** |
|  |  |  |
|  |  |  |

**3.** **Languages:** Please specify your level of competence by checking the appropriate box according to the following indicators: 1 = Basic to 4 = Complete fluency

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
|  | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| English |  |  |  |  |  |  |  |  |
| French |  |  |  |  |  |  |  |  |
| Others (please specify) |  |  |  |  |  |  |  |  |

 **4. Present and previous occupations:**

Please give details of your occupation(s) starting with the most recent. Please include any unpaid work **that is relevant to the post**. There is a **minimum requirement of 10 years relevant experience** for this post, of which at least 7 years of experience in fundraising.

|  |  |  |
| --- | --- | --- |
| **Employer’s name and address** (please start with current/most recent) | **From/to** (month/year) | **Position held and brief description of your duties** |
|  |  |  |
|  |  |  |
|  |  |  |

1. References:

All offers of employment are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer. Referees will not be contacted without your prior permission.

a)

b)

 **6. Starting date:**  If selected, when would you be able to take up this position with the EWL?

7. Motivation and competences:

|  |  |
| --- | --- |
| **In no more than 10 sentences, please explain why you think you are the right person to be the future Programme Director of the European Women’s Lobby.** |  |
| **In no more than 10 sentences, please share your analysis of the main challenges and priorities for funding the women’s movement in Europe today.** |  |
| **In no more than 10 sentences, please describe your experience of raising resources for social change or human rights work at EU or international level.** |  |
| **In no more than 10 sentences, please elaborate the opportunities and challenges of fundraising within membership organisations, coalitions or networks.**  |  |
| **In no more than 10 sentences, please describe your experience of leading and managing staff.** |  |
| In no more than 10 sentences, please describe your experience and ability to effectively represent an organisation externally to the donor community, EU institutions and/or corporate stakeholders. |  |
| In no more than 10 sentences, please describe your financial literacy including an ability to work with budgets and financial reporting to donors. |  |
| **In no more than 10 sentences, please explain what the role of Programme Director contributes to your personal and professional development plans.** |  |

**8) Please confirm that you are** aligned with EWL positions; especially on male violence against women and prostitution as per the EWL position paper “[Towards a Europe Free from all Forms of Male Violence Against Women](http://www.womenlobby.org/Towards-a-Europe-Free-from-All-Forms-of-Male-Violence-against-Women-December?lang=en)”

 ⃣ (**TICK BOX)**

**9) Any other information, training etc. relevant to the application (no more than 10 sentences)**