



**CALL FOR APPLICATIONS
MEMBERSHIP AND GOVERNANCE COORDINATOR
EUROPEAN WOMEN'S LOBBY SECRETARIAT**

The European Women's Lobby (EWL) is the largest umbrella organisation of women's associations in the European Union, gathering over 2000 women's associations. The EWL has members in all 28 EU Member States and three of the candidate countries. The EWL campaigns for a feminist Europe which promotes women's rights and equality between women and men in the European Union.

The EWL is seeking to recruit a Membership and Governance Coordinator to support EWL and its member organizations to work better together through supporting effective governance and supporting member development and networking. The specific tasks, as described in the Role Profile below, will be carried out in the EWL Secretariat in Brussels under the supervision of the Secretary General, and start as soon as possible from 13 March 2017.

Starting date: 13 March 2017

Deadline for applications: 11 January 2017 midnight CET

How to apply

Are you the right person for the job?

Please read the role profile and qualifications carefully before you apply. When writing your covering letter, please address the person specification point by point and in detail, to help us identify the skills, knowledge and experience you have to be able to do the job effectively. As we often receive a large number of applications from experienced and qualified candidates, we will generally give priority to those who can demonstrate that they meet all of the essential criteria listed.

Interested candidates are requested to submit an application to the European Women's Lobby via email to jobs@localknowledge.be including the following supporting documents only:

- CV outlining relevant experience and relevant qualifications (2 pages maximum)
- Brief cover letter (one page maximum) explaining your motivation and experience

Please include in the e-mail subject line: "Application for Membership and Governance Coordinator, and your name."

EWL is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds, both within our organisation and across civil society. We particularly encourage applications from Black, Asian and/or minority ethnic people; people with disabilities; and people from the LGBT+ community. Applicants must be able to work and reside in Belgium. We strive to provide an inclusive and supportive working environment where all employees and members feel respected and supported in fulfilling their potential.

Closing date for applications is 11 January 2017 at midnight CET. We regret that, due to the high number of applications, only shortlisted candidates will be contacted.

Interviews of shortlisted candidates will be held on the 18th January 2017. Interviews through Skype can be envisaged. The candidate should be able to start as soon as possible from 13th March 2017.

| ROLE PROFILE | |
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| Role Title : | Membership and Governance Coordinator |
| Reporting to : | Secretary General |
| Role Purpose : | The purpose of this role is to ensure that EWL and its member organizations actively contribute to our common feminist vision for Europe, through supporting effective governance and supporting member development and networking. |
| Dates : | Long-term contract, Full-time position – Monday to Friday, 09 :00 – 17 :00 37,5 hours/week |
| Key contacts: | Executive Committee Secretary General Staff Members |
| Objectives | Tasks |
| <u>45% Governance</u> Ensure that the governance of the European Women’s Lobby is effectively managed and developed | <ul style="list-style-type: none"> • Together with the Secretary General, develop a strategic vision of EWL governing bodies, their continuity, impact and learning; • Lead the organisations of all EWL governing bodies (Executive Committee, Board and General Assembly) in cooperation with other colleagues; • Support and work with the EWL Membership Committee to take decisions and advance the EWL work on a range of issues relating to membership; • Develop tools to improve the quality of governance based on feminist principles, democracy, participation, equality and transparency (such as a governance manual) |
| <u>45% Members’ Development</u> Implement the strategy to support and improve the engagement of members in joint work for women’s rights in Europe; | <ul style="list-style-type: none"> • Together with the Secretary General and the Executive Committee, implement and monitor EWL’s new strategy to strengthen the engagement of EWL members; • Design and implement actions, in coordination with other colleagues, to improve their engagement, including through capacity building and movement building; • Systematize the collection of and keep updated information on EWL member organizations, their expertise and working fields, their representativeness and diversity (knowledge management of EWL as an organization); • Assess EWL members’ needs and provide them direct support through capacity building as relevant to support members’ strengthening and empowerment; • Coordinate the development and implementation of smooth and efficient internal communication with EWL members, including through EWL online forum; • Work with relevant colleagues to ensure better engagement of EWL members in campaigning, external communication and lobbying work and engagement in EWL fundraising strategies and activities; • Support the development and implementation of members’ working groups as relevant |
| <u>10% General</u> | <ul style="list-style-type: none"> • Participate in staff reflection days and staff meetings • Supervise interns where relevant • Support to general administration |

Essential Qualifications:

- Excellent organisational, time management and project management skills
- Strong communication and interpersonal skills
- Ability to work independently while being an enthusiastic team player
- Reliable and diplomatic attitude
- Proficiency in spoken and written English is essential (minimum C1 level required)
- Solid IT skills including database management, MS excel, outlook and word, teleconference systems
- Use of online communication and social media tools
- Commitment to women's rights and equality between women and men
- At least 3 years' relevant experience

Essential specific experience and skills

- Demonstrated experience supporting governance of a transnational organization
- Demonstrated experience organising large scale governance meetings (board, general assembly)
- Experience with formal minuting of governance meetings, and follow up of agreed actions
- Demonstrated experience working to support the engagement of member organisations in a Federation or network
- Direct knowledge or experience in social movement building

Preferred Qualifications:

- Knowledge of feminist movement building and the women's movement
- Previous experience in umbrella or network NGOs
- Experience in basic financial management
- University degree or equivalent experience
- Knowledge of civil society in Central and Eastern Europe and the Baltic and Balkan States
- Knowledge of French and other languages is an asset
- Knowledge of Belgian law relating to non profit organisations

What we offer:

- A long-term contract under Belgian law
- A gross salary of 2700,00 EUR/month plus benefits: 13th month, "pécule de vacances", lunch vouchers and reimbursement of local transportation
- A friendly multicultural environment in a small dedicated team of 10
- Feminist working culture with strong HR management framework committed to staff development
- An opportunity to learn about women's rights in Europe
- The possibility to gain firsthand knowledge of the governance of an umbrella non-governmental organization operating at EU level

What it looks like to be Membership and Governance Coordinator

The Membership and Governance Coordinator has varied tasks, ranging from organization of meetings to strategic envisioning of the organization.

You coordinate the organization of governing body meetings (General Assembly once a year, Board of Administration twice a year, Executive Committee up to 6 times a year): these give representatives of member organisations and secretariat the opportunity to physically meet and exchange and keep a sense of community for the whole movement. You ensure follow up and ongoing communication in between meetings.

You are constantly in touch with members across Europe regarding membership issues and possibilities of engagement, you act as a messenger between the secretariat and EWL members. On membership issues, you support the work of the Membership committee, meeting virtually at least twice a year.

In cooperation with the Communication Officer, you take care of EWL internal communication, ex: by checking EWL online forum, and work to increase visibility of members on EWL website.

You can meet with other membership officers to discuss common issues, such as the role and space for civil society in Europe.

You support the work of EWL Task force on Central Eastern European, Baltic and Balkan States, working on regional priorities for women's rights and women's organisations.

Together with the Programme Team, you explore programs and projects for organizational development of EWL members.

You are constantly assessing the needs of EWL member organisations, in terms of capacity building, and define plans to deliver trainings.

Together with the Secretary General, you have the general vision of the organization and support its implementation, ex:

- through supporting the Policy and Campaigns Team in engaging with the thematic working groups and task forces;
- through developing new tools for better engagement, such as teleconference systems

This combination of tasks allows you to have an overall vision of EWL as a feminist organized movement, and implies you are dedicated to bettering the conditions of women's organisations across Europe, thus contributing to advancing our feminist agenda.

