

Call for: OBESSU Membership and Capacity Building officer

Application submission deadline:
23rd December 2018, 23:59 CET

OBESSU is looking for a Membership and Capacity Building Officer who will be managing the OBESSU Programme "Stronger School Student Unions" supported by the Open Society Foundations, under the supervision of the OBESSU Secretary General, in direct cooperation with designated Board Members and in cooperation with other members of the OBESSU Secretariat.

More about the Programme

The "Stronger School Student Unions" programme is a tailored-made programme to foster the capacity of OBESSU's Member Organisations in different fields. With this programme we want to strengthen our member organisations and help them in their development by providing them with the tailor-made support they need. We also want to create the grounds for a better cooperation, mutual support, peer learning and knowledge management in school student organisations.

The activities of the programme run towards the achievement of the following objectives:

- To identify main **needs and challenges in student organising**, as a basis for tailor-made practices
- To establish a **capacity building programme** including activities and resources online and offline, involving International peer-learning activities on student democracy
- To set up **knowledge management structures for sustainable capacity building** and sustainability in local, national and international school student organisations
- To develop a **scheme of support** to initiatives and interventions in the area of the project

Through the different tailor-made actions of the programme we aim at fostering the sustainability of school student organisations (with particular focus to the CEE SEE region) through mutual learning and inspiration, as well as at creating links and contacts with alumni who can produce a change in the unions and develop ideas for further school student organisations development and cooperation strengthening.

The programme will investigate 5 main challenges common in school student organisations:

1. Knowledge and turnover management
2. Sustainable finances and human resource management
3. Political impact and outreach
4. Representation: structure and constituency
5. Democratic decision making and inclusion

Activities will range from the creation of a stronger Alumni Network to Peer Learning Activities (regional and interregional), webinars, country reports and field travels and will end with a small re-granting for support to innovative interventions and structural financial support.

The tasks of Membership and Capacity Building officer will include:

- **Programme Coordination**
 - Managing the programme in terms and delivering the activities as described in the project GANTT:
 - Capacity Building
 - Organise the regional Peer Learning Activity (2019 – CEE SEE Region)
 - Organise the Interregional Peer Learning Activity (January 2020 – tbc)
 - Organise and disseminate a set of webinars connected to 5 areas of the project
 - Travelling to run the Field Visits in different OBESSU Member, Candidate and Affiliate Organisations
 - Coordinating the Pool of Trainers of OBESSU from the perspective of the Secretariat
 - Knowledge Management
 - Support the creation of the Alumni Network of OBESSU
 - Coordinate the Country-report action of the programme together with OBESSU Member, Candidate and Affiliate Organisations and Alumni
 - Community Support – Regranting
 - Managing the call, the selection and award process
 - Monitoring the implementation of awarded initiatives (including possible monitoring field visits)
 - Communicating with applicants, supporting them in initiatives implementation and reporting
 - Communicating with the funding agency of the Programme, and other relevant stakeholders
 - Overall monitoring and reporting of the Programme (internally and to the funder)
- **Network Management**
 - Coordinate the Membership Space on the OBESSU Basecamp
 - Be in charge of communicating to Members and gathering their requests
 - Coordinating the organisation, reporting and follow up of Statutory Meetings of OBESSU (Council of Members – 1 a year – General Assembly – 1 a year)
- **Communication**
 - Supporting the Secretariat with internal and external communication for OBESSU related to the Programme
- **Other tasks**
 - The Secretariat of OBESSU is small, the workload can be high at certain times and unexpected tasks often appear. All Secretariat members are expected to help each other with ad hoc tasks.

The ideal profile of the candidate is described at the bottom of the this document.

Time investment: Full time position (37.5h / week). Occasionally work during weekends whenever necessary, with time off in lieu as compensation. The position requires travels in Europe several times during the year.

Type of contract and conditions Fixed term contract, ending March 2020 (project duration), under Belgian law, with a salary scalable with salaries of other OBESSU employees. Additionally:

- 6,00€ per working day in lunch vouchers
- monthly ticket for public transportation within Brussels
- a holiday payment and a "13th salary" each year
- travel costs covered when travelling for OBESSU

Application procedure and agenda

- Send your curriculum vitae together with the **completed application form** to: jobs@obessu.org. Only official application forms will be taken into consideration. You can find it at: <https://bit.ly/2Pp61Ek>. Please do only send the form and no motivation letter.
- The OBESSU Secretariat must receive all applications by the end of **23rd December 2018 (CET)**
- **By 28th December**, shortlisted candidates will be contacted and invited to second round.
- The second round will consist of a set of online tasks to be completed in determined time, on **3-4 January 2018**.
- **By 8th January**, final set of candidates will be invited for an interview in Brussels. Skype interviews will also be taken into consideration.
- This shall take place on the **10th and 11th of January**.
- Please note that OBESSU will not be able to meet the travel costs incurred when travelling to the interview, nor the costs connected with relocation if offered a job.
- All applicants should have the right to live and work in Belgium. OBESSU regrets, but we do not sponsor work permits.

The selected person would ideally start working in the Secretariat of OBESSU **on the 1st February 2019**

OBESSU is an equal opportunities employer, dedicated to inclusion and diversity.

Profile of applicants for Membership and Capacity Building Officer at OBESSU

	Essential:	Desirable:
Age		- Preferably younger than 30 years old.
Education	- Finished secondary education or vocational training.	- Higher education in a relevant field (i.e. social studies, political science, sociology, youth work...) is an asset.
Languages	- English: fluent, very good comprehension, excellent writing and oral communication. - Experience of working within English speaking organisations.	- Active or passive knowledge of other languages (particularly CEE SEE area languages)
Experience	- Experience of working directly with young people. - Experience working with Membership Based organisations - Experience of programmes / project management. - Experience of managing administrative work, including budgetary aspects of a complex programme. - Background in a youth or student organisation. - Background in Capacity Building and network coordination	- Experience in working with internal and external communication. - Experience of working at international level. - Experience in mentoring individuals and / or organisations. - Experience in working with re-granting / seed funding schemes, or within a framework of private funding for civil society. - Experience of Online Meetings and Webinars organising
Knowledge	- Understanding of situation of student organizing in Europe and their challenges - Solid project life cycle understanding.	- Knowledge of school student organisations. - Understanding of Peer Learning
Skills and attitudes	- Works proficiently with Office software. - Works with online project management tools - Is able to use webinar tools - Is a quick learner - Works well independently and in a	- Diverse IT skills (for example Wordpress, Photoshop, HTML) - Competent use of Basecamp

	<p>team.</p> <ul style="list-style-type: none">- Able to take initiative and find creative solutions.- Able to work on several different tasks at the same time and prioritize.- Able to manage a team towards a completion of a task.- Communicates clearly and professionally with a wide range of stakeholders.- Able to communicate information accurately and in a youth-friendly way.- Handles complicated situations and stress. <p>Intercultural skills.</p>	
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For more information, please send an email to: [jobs\(at\)obessu.org](mailto:jobs(at)obessu.org) or call OBESSU secretariat: +32 (0) 2 893 24 14