

FYEG 2023 General Assembly Call for Secretary General



Deadline for application: March 30th, 23:59 CET (6 weeks before the General Assembly)

- Coordinating and preparing the statutory activities of FYEG, organising and preparing the Young Greens Forum, the General Assembly and the study visits to the member organisations.
- Making sure that the FYEG Executive Committee and FYEG Secretariat are fulfilling their responsibilities and the organisation is growing in line with the FYEG 2022–2025 Strategic Plan.
- Maintaining good contact and coordination with FYEG’s Member Organisations, partners and other stakeholders.
- Monitoring key political events and policy developments on the European level, in order to serve as a resource for FYEG's political work.
- If mandated by the EC, the Secretary General can also take part in meetings and represent FYEG and its position, according to a clear and limited mandate given by the EC.

Requirements:

- Demonstrable experience in FYEG Member Organisations, FYEG Structures or partners,
- Excellent knowledge of FYEG and understanding of Green politics, the EU institutions and the role of the Greens;
- Experience in youth and voluntary organisations or NGOs;
- Experience in human resource management;
- Experience in financial management;
- Experience in grant application and reporting,
- Experience in project management;
- Experience in event organising and planning,
- Excellent communication and diplomacy skills;
- Excellent organisational and time management skills, good crisis management skills;
- Excellent ability to take initiative;
- Good people skills and the ability to work in multi-cultural teams and environments;
- Good computer skills and digital literacy;
- Proficiency in the English language (written and spoken);
- Willingness to engage in frequent travel and maintain flexible working hours – occasional work during the weekends is required.

Additional Assets:

- Demonstrated experience in financial management of an NGO, budgeting and accounting are strong assets;
- Experience with the Commission grants;
- Knowledge and experience with non-formal education methodology;
- Experience in networking, advocacy and campaigning are assets;
- Understanding of Green values such as ecology, feminism, anti-racism and social justice;
- Working knowledge of either Dutch or French;

Working Conditions

Job Title	Secretary General
Contract	Three years**
Working hours	35 hours/week over 5 days with flexible working hours, core working hours between 10:00 and 16:00 and possibility for one day of telework per week
Salary (gross)	<ul style="list-style-type: none">• 3000€/month gross salary (approximately 2110€ net, depending on your personal situation)
Benefits	<ul style="list-style-type: none">• 7€ worth meal-vouchers for every day worked (averaging 135€/month)• Coverage of daily transport between home and work (amount dependent on the distance and mode of transport)• Telework allowance of 125€ per month
Holidays	<ul style="list-style-type: none">• 20 days of paid legal holidays per year• additional holidays between December 25th and 31st
Where	The selected candidate will be required to be based in Belgium
Start Date	The political mandate of the Secretary-General is going to start the next day after the election, on 14th of May 2023. Exact date to start the contract will depend on the newly elected Secretary-General's situation but as soon as possible, latest by May 29th.

How to apply?

To apply please upload the following documents before March 30th 23:59 CET to applications@fyeg.org:

- Detailed CV,
- A comprehensive motivation letter, explaining how your experiences match the profile, what you think you can contribute to FYEG. (1-2 pages)
- A text explaining your vision on the role of FYEG as a European political youth organisation in the next 2 to 5 years. (2-5 pages)
- The contact details of two references, preferably employers or supervisors,

Please bear in mind that your CV, your motivation letter, and your plans outline will be publicly available on FYEG website, to all Member Organisations and delegates at the General Assembly.

FYEG implements the European Union's General Data Protection Regulation (GDPR). Part of the data you will provide (except your ID card, proof of residence and contact details of references) will be publicly accessible on our website.

If elected, your data will remain accessible on FYEG website at the latest until 1 year after the end of your mandate. If not elected, the data will be deleted up to three months after the end of the GA. By submitting personal data through this form, you consent to these conditions.

For more information about FYEG's privacy policy, please visit <http://www.fyeg.org/privacy>

Further requirements and procedure:

- A committee for pre-selection of the candidates will be set up. The committee will consist of 4 people: a current Executive Committee member, a former Secretary General, one full Member Organisation representative and a 4th member (NGO professional worker).
- Only applications including all required documents and sent before the given deadline will be examined, taking into consideration both political and professional skills of the candidate. The following week candidates will be given a written assignment followed by an interview.
- The committee will assess the candidates' experience and skills.
- Candidates will be given a month to campaign and are expected to present themselves at the General Assembly. The final decision on the Secretary General of FYEG lies with the final vote of the General Assembly of the organisation.
- In case a candidate is not recommended by the committee, they will still be able to apply for the position and present themselves at the General Assembly., but the candidacy will not be endorsed by the Executive Committee.

General Assembly

We expect all the candidates to attend the General Assembly. The travel costs will be reimbursed but you will have to pay the participation fee that covers the accommodation and food. The participation fee should not stop anyone from candidating so if you find yourself unable to pay this fee please get in contact with the Treasurer (marie.stadtler@fyeg.org) at least two weeks before the General Assembly.

In case you are elected you will be asked to have a handover meeting between former and newly elected EC members and Sec-Gen on Sunday afternoon (14th of May). This meeting is expected to last until 15:00 CET and will take place at the hostel or venue of the GA. Please plan your travel accordingly.

For enquiries regarding this position, please contact Özgecan Kara, outgoing Secretary General at ozge.kara@fyeg.org.