

Call for Projects and Operations Manager

Deadline: **11th July 2023, 23:59 CET**

Download the application form [here](#).

Position	Projects and Operations Manager
Direct reports	Yes: 3 Officers and potentially interns or volunteers
Reports to	Secretary General
Salary	2600 EUR/month gross
Benefits	<ul style="list-style-type: none"> • Lunch vouchers (8EUR/day) • Public transport in Brussels (49EUR/month) • Teleworking allowance (ca. 130 EUR/month) • Hospitalisation and Dental Insurance • Extra holidays (10 days) in August and December • 13th month salary <p>Legal benefits: Double pecule de vacances</p>
Contract duration	CDI – Open-ended contract
Location	Brussels / Structural teleworking negotiable
Other conditions	Full time contract, 37.5 hours per 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, for periods between 3-10 days

OBESSU is looking for a Projects and Operations Manager who will be in charge of OBESSU's projects and programming under the supervision of the OBESSU Secretary General and in cooperation with other members of the OBESSU Secretariat. The Projects and Operations Manager will manage the projects' team of OBESSU and will ensure the quality implementation of the annual implementation plan and the work plan of OBESSU through structural fundraising.

Our Mission Statement

OBESSU is the voice of school students organisations and a driving force for transforming education in Europe. We represent their needs and interests and we fight for the advancement of their rights through democratic political processes, fostering inclusive spaces and dialogue, exchange of tools, and solidarity.

Our vision is that by 2030 we will have school student unions that are considered indispensable stakeholders in debates concerning their lives in Europe and at national level, through constant

cooperation and exchange. We will have contributed to achieving a free, inclusive and high quality education that is dynamic, student centred and shaped by learners.

What will this position entail?

The tasks of Projects and Operations Manager will include:

- **Project Team and Operations management (ca. 30% of workload)**
 - Leading the team working on projects.
 - Mentoring, guiding and building the capacity of the project team, through constant peer learning and other learning and development activities.
 - Identifying and addressing challenges and opportunities for the organization through strategic thinking.
 - Connecting the work and needs of the team with the other teams in the organisation and to OBESSU's strategic objectives.
 - Developing and monitoring OKRs related to Projects and Operations.
- **Fundraising (ca. 20% of workload)**
 - Cultivating partnerships with institutional stakeholders.
 - Developing and nurturing partnerships and alliances with other organisations to advocate for quality funding.
 - Coordinating the preparation of applications for grants from the European Commission, Council of Europe and other institutions or foundations relevant to the activities of OBESSU
 - Working with the Board to plan short-, medium- and long-term goals and messaging to target non-institutional donors.
- **Projects and programmes management (circa 40% of workload)**
 - Coordinating and harmonising OBESSU projects with the relevant strategic documents
 - Conceptualising and planning of projects (content, budget, logistics)
 - Managing small to medium projects (20.000 to 400.000 EUR)
 - Following-up and reporting of the projects, mainly narrative reporting but financial support and overview can be required. Overseeing of reporting of other projects managed by the team
- **Coordination with other teams (ca. 5% of workload)**
 - Supporting the Secretariat with policy, internal and external communication for OBESSU related to ongoing projects
 - Coordinating the projects' dissemination strategy with the External Affairs Team through close cooperation with the External Affairs Manager
- **Office Administration and other tasks (ca. 5% of workload)**
 - Helping with the general administration of OBESSU
 - Supporting in the financial management of the organization through close cooperation with the Secretary General

The desired profile and the requirements for the position are outlined at the end of this document.

Joining OBESSU you will...

- Gain valuable insights regarding school student activism.
- Have the opportunity to develop your competencies and skills in the fields of research and education.
- Have the opportunity to create an impact on society, by engaging with activities and processes of OBESSU and its member and partner organisations.
- Have the opportunity to shape your own learning path and to shape the strategic approach of the organisation together with the leadership in a mutual exchange of ideas.
- Experience working in a small intercultural environment where your ideas and inputs are highly valued.

How to apply and timeline

By 11 th July 2023	<p>Send in your curriculum vitae with the completed application form at jobs[at]obessu.org</p> <p><u>Only official application forms will be taken into consideration. No motivation letter. No extra references.</u></p> <p>Please leave the first page separated from the ones with questions. The front page contains your personal details and will be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the following pages.</p>
By 13 th of July 2023	Shortlisted applicants are invited to develop online tasks. Tasks will happen during 3 hour on a selected date and time slot.
Saturday 15th and Sunday 16th July 2023	Online tasks will be performed by shortlisted candidates. Candidates are informed by 7 th of July if they have been invited for an interview.
18 th and 19 th July 2023 in Brussels	<p>Successful candidates will be invited for an interview in Brussels. Online interviews will also be taken into consideration.</p> <p>Please note that OBESSU will not be able to cover the travel costs incurred when travelling to the interview, nor the costs connected with relocation if offered a job.</p>
August-early September 2023	The successful candidate is expected to start in the second half of August 2023. Later dates will also be considered.

More about our recruitment process

At OBESSU, we take inclusion and diversity as a priority. We know that we can only achieve our mission if do so with the support of a diverse, courageous and dynamic team. We are aware of our limits, and those imposed by our funding and national legislation, however we strive to improve our way of working to be more inclusive and equal. We lead with feminist principles and believe that diversity can only be fostered in an intersectional way. We are aware that hiring processes always include bias and, for this reason, we try to follow a process that can limit bias. We also believe in a competence-based approach, therefore we only check CVs and experience after we have run the check on the merit of the answers in the application.

Our hiring process entails:

1. An anonymisation process carried out by someone who is not included in the recruitment process
2. A review of the application form questions and assessment against criteria developed in advance: we believe competences speak louder than CVs
3. A shortlist of applications
4. A matching process with the respective profile and invitation to interviews.

We ask all candidates who feel comfortable, to disclose any disability that might make the hiring process unfair to them, so that we can adjust it accordingly.

Your profile

	Essential	Desirable
Education	Finished secondary education or vocational training.	Higher education in a relevant field (i.e. political science, project management, business, economics, international studies, youth work, education) is an asset.
Languages	English: fluent, very good -comprehension, written and spoken.	French or Dutch: good understanding, basic conversational skills. Active or passive knowledge of other languages.

<p>Experience</p>	<p>Experience of event and project management cycle.</p> <p>Experience financial management of projects.</p> <p>Experience of managing administrative work</p> <p>Experience of working directly with young people.</p>	<p>Background in a youth or student organisation or in the NGO sector</p> <p>Experience coordinating a small team (3-4 people)</p> <p>Experience in working with membership based organisations</p> <p>Experience in fundraising</p> <p>Experience at international level</p> <p>Experience in training/facilitation</p>
<p>Knowledge</p>	<p>Familiar with European institutions.</p> <p>Knowledge of funding schemes related to education, training and youth in Europe</p>	<p>Knowledge of school student organisations.</p> <p>Knowledge of funding schemes related to education, training and youth globally</p>
<p>Skills and attitudes</p>	<p>Ability to cultivate partnerships</p> <p>Works proficiently with Office software.</p> <p>Works well independently and in a team.</p> <p>Able to take initiative and find creative solutions.</p> <p>Able to work on several different projects and topics at the same time.</p> <p>Able to communicate information accurately and in a youth-friendly way.</p> <p>Handles complex situations and heavy workload.</p> <p>Intercultural skills</p>	<p>Training and facilitation skills.</p> <p>Diverse IT skills (for example Wordpress, Photoshop, HTML).</p>

For more information, please send an email to: [jobs\[at\]obessu.org](mailto:jobs[at]obessu.org) or call the OBESSU secretariat: +32 2 893 24 14