

Call for Governance and Capacity Building Officer
Deadline for applications: 9th February 2024 - 23.59 CET
Download the application form [here](#)

Position	Governance and Capacity Building Officer
Direct reports	No
Reports to	Secretary General
Salary	1690 EUR/month gross (2112 EUR Full time equivalent)
Benefits	Lunch vouchers (8EUR/day) / Public transport in Brussels (49EUR/month) / Teleworking allowance (ca. 130 EUR/month) / Dental and Hospitalisation Insurance
Contract duration	Open ended contract
Location	Brussels
Work schedule	30/hr per week (80% FTE)
OKR Management	Cannot own OKRs (Objectives and Key Results). These are owned by the SG and the MGO helps in implementation and monitoring.
Budgetary Responsibility	Can manage budgets up to 20.000 EUR without supervision

The Organising Bureau of European School Student Unions (OBESSU) is the platform for cooperation between the national school student unions active in general secondary and secondary vocational education in Europe. It was founded in April 1975 in Dublin, Ireland and brings together Member, Candidate and Affiliate Organisations from all over Europe. All Member Organisations are independent, national, representative and democratic school student organisations.

To support the implementation of some of our projects, we are looking for a motivated Governance and Capacity Building Officer who will join our Secretariat.

What will this position entail?

Membership and Governance (60% - approximately 18 hours per week)

- Implementation and evaluation of the Membership Strategy
- Internal communication with the Members (bi-weekly OBESSU overview and overall flow of communication also in coordination with the Board)
- Overview of communication from the rest of the Staff to the Membership
- Management of Basecamp (Membership forum)
- Monitoring of members' satisfaction and potential action points
- Work in cooperation with the projects and policy team to connect national realities to EU policies

- Coordination of membership development and screening of new applications
- Coordination of Statutory Meetings with the Secretary General and the Board
- Participation in Board Meetings and support to agenda development
- Support in the development of the Work Plan, Implementation Plan and Development Strategy

Projects (25% - approximately 7.5 hours per week)

- Management of the [EPiC project](#) towards the EP Elections 2024
- Coordination of Members' participation in projects
- Contribution of Members' views in policy documents and their dissemination to members

Capacity Building (15% - approximately 4.5 hours per week)

- Support the Board with the coordination of the Pool of Trainers
- Share calls and relevant opportunities with the Pool of Trainers

Your profile

Fundamental skills, experiences and attitudes

- Finished secondary education or vocational training;
- A minimum of 1 year professional experience in project management, with willingness to learn and grow fast;
- Basic experience in desk research;
- Experience working in Membership based organisations;
- Knowledge of European institutions and policy processes in the fields of youth, education and training;
- Proficient command of English;
- Commitment and appreciation for the values of OBESSU;
- Ability to work proficiently with Office suit, Google Drive and online project management tools;
- Ability to take initiative and finding creative solutions;
- Ability to communicate effectively and in a youth friendly way;
- Ability to work on several different projects and topics at the same time;
- Ability to follow strategic directions by the Board;
- Ability to work both independently and as a part of a team;
- Strong desire to work and learn.

Nice-to-have skills, experiences and attitudes

- Familiarity and specific experience with projects under the Erasmus+ programme;
- Active or passive knowledge of any language other than English;
- Experience with CRM and Membership Engagement softwares;
- Experience in advocacy processes towards the EU and other European institutions.

How to apply and timeline

If you wish to apply for this position, please submit [this application form](#) and CV to jobs@obessu.org by **9th February 2024** at 23.59 CET (Brussels time). **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.** Do not submit cover letters with your application, as they will not be read and evaluated.

Interviews will be carried out in person or online on 15 and 16 February. The selected candidate is expected to start as soon as possible.

At OBESSU, we take inclusion and diversity as a priority. We know that we can only achieve our mission if we 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.

Unfortunately, due to our funding constraints and our salary offering, we cannot sponsor work visas.

For questions, please contact us at jobs@obessu.org.