



## Vacancy notice CEV Director

### Purpose:

Strategic management of the CEV Secretariat and its team and providing operational leadership for the development of the organization, for the provision of services to the member organisations; and for the interaction with CEV's external partners and institutional advocacy targets.

The Director will work closely with the President and the Board of Directors of CEV managing the implementation of the work programme as adopted by the CEV General Assembly.

The director will be directly accountable to the CEV Board of Directors and reporting to the President of CEV for line management.

Location of duty is Brussels. Readiness for extensive travel is required.

### Main tasks:

- Manage the implementation, overall monitoring and reporting of CEV's work programme including financial management;
- Contribute to the further strategic development of CEV and to the development of our network as well as services to members;
- Further develop financial strategy of the organisation including pro-active generation and diversification of income;
- Manage external representation of CEV and represent the organisation to the EU institutions and other stakeholders and actors where appropriate;
- Manage monitoring and controlling of the closure and follow up of the 'EYV 2011 Alliance' project grant signed by CEV on behalf of the EYV 2011 Alliance;
- Coordinate CEV's policy work and the input from the CEV network to EU policy making in the fields related to volunteering and to follow up the EYV 2011 Alliance's policy work;
- Coordinate and further develop CEV's internal and external communication including CEV's publications;
- Provide support to the organisation of CEV's statutory meetings and conferences;
- Manage CEV's Brussels based Secretariat including line management of staff members; overall coordination of administrative, financial and logistical planning;

### Selection criteria / Knowledge, skills and experience profile:

- Minimum 5 years relevant professional work experience, at least 3 of which in coordinating / executive positions; leading to significant and demonstrated experience in the tasks listed above;
- Strong commitment to the mission and vision of CEV and a passion to work in a civil society environment; work experience within volunteer support organisations is an asset;
- Excellent knowledge of the EU decision-making processes, institutions and policies, notably in the fields related to volunteering;
- Proven management skills including excellent staff management skills and project management of mid to large scale European projects;
- Outstanding communication and public speaking skills as well as ease to deal with different internal and external stakeholders;
- Excellent language skills of both spoken and written English; language skills of any other EU language, in particular French, will be considered a strong asset;
- Computer literacy with an interest in e-learning environments and the use of social media in the field of NGO networks, member development and outreach;
- Leadership skills as well as a high degree of autonomy and ability to organise his or her own workload, to

prioritize and to delegate necessary tasks.

#### **Terms and Conditions:**

- Full time contract under Belgian law; benefits include a 13th month's salary, paid holiday provision, representation allowance, lunch vouchers and training allowance;
- Gross salary depending on experience (minimum entry level at 3,150 EUR);
- Desired start date: preferable the 1st of April 2012;
- The post holder will be required to work within CEV's operational policies as covered by relevant statutory provisions and/or determined by the Board of Directors.

#### **Applications:**

Applications should be addressed to [eva.hambach@vsvw.be](mailto:eva.hambach@vsvw.be) with the reference 'CEV Director Recruitment'. Only complete applications will be considered and will comprise of

**(1) A CV;**

**(2) A detailed letter of application indicating your motivation, explaining how you meet the requirements of the person specification; please insist specifically on examples of your achievements and leadership and provide the selection jury with some insight on your vision of the main opportunities and challenges arising for volunteering and organizations such as CEV after the European Year of Volunteering 2011;**

**(3) The names and full contact details of at least three referees (telephone, fax and e-mail address) one of which should be current / last employer;**

**(4) Indications on your earliest possible start date and your salary expectations; please also quote the source of advertisement.**

Deadline for applications is **14th February 2012, 18.00 pm** (CET – Brussels time). Interviews are likely to be scheduled in the week of 27th of February 2012.

Please note that only shortlisted candidates will be contacted. Please refrain from calling the CEV office for information on the status of your application.

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***The European Volunteer Centre (Centre européen du volontariat, CEV) is the growing European network of currently 88 national, regional and local volunteer centres and volunteer support agencies across Europe, that together work to support and promote voluntary activity. Through our network we reach out to over 17,000 volunteer organisations, associations and other voluntary and community groups at local, regional, national and in some cases international level. CEV channels the collective priorities and concerns of its member organisations to the institutions of the European Union. It also***

***acts as a central forum for the exchange of policy, practice and information on volunteering.***

***CEV's vision is a Europe in which volunteering is central in building a cohesive and inclusive society based on solidarity and active citizenship. Our mission is to create an enabling political, social and economic environment in Europe for the full potential of volunteering to be realized. CEV receives an operating grant from the European Commission under the Europe for Citizens programme.***

***CEV's initiative and facilitating role has been a crucial element in the civil society campaign achieving the European Year of Volunteering 2011 together with all our partner networks active in volunteering at the European level. These networks form the 'EYV 2011 Alliance' and CEV has been mandated to host the Secretariat for the implementation the civil society strand of the European Year of Volunteering 2011.***

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**Please find more information on [www.cev.be](http://www.cev.be) <<http://www.cev.be>> / [www.eyv2011.eu](http://www.eyv2011.eu) <<http://www.eyv2011.eu>>**

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