



JOB DESCRIPTION

DIRECTOR (MATERNITY COVER)

END FGM EUROPEAN NETWORK

1. Introduction

The End FGM European Network (End FGM EU) is based in Brussels and brings together 32 national organisations working in the field of female genital mutilation (FGM) as a form of violence against women and girls. It offers a platform for organisations and women and girls affected by FGM to engage directly with European decision makers. The experiences and expertise of member organisations define and guide the network's calls for European and national political action to end FGM.

Our mission is to be the driving force of the European movement to end all forms of FGM.

For more information: www.endfgm.eu

2. The Role

End FGM EU is looking to recruit the role of Director (maternity cover). This is an exciting opportunity to lead and grow a fast growing regional organisation that plays a key role in the Global End FGM movement. The Board is looking for a dynamic individual to build on its success and lead its experienced and passionate team for the upcoming months.

3. Job description

Strategic oversight

- Work with the Board to grow and sustain End FGM EU's role in leading the European movement to End FGM
- Establish good working relationships and collaborative arrangements with the EU institutions and agencies, donors, politicians, and other organisations to help achieve the goals of the organisation
- Oversee and advance the development and implementation of effective advocacy and campaigns programmes to achieve the objectives
- Sustain and maintain the governance responsibilities of the organisation

External relations

- With the support of the team, actively represent the interests of End FGM EU to the representatives of the European Commission, the members of the European Parliament, the Council and other relevant European and International bodies
- Maintain partnerships and strategic alliances with key stakeholders both at European and global level
- With the support of the team communicate with stakeholders to keep them informed of the work of the organisation and to identify changes and trends at the EU and national levels

Operational planning management and reporting

- Support the team in developing the annual operational plan for the following year
- Oversee the efficient and effective day-to-day operation of the organisation's work
- Prepare Board meetings with the Co-Presidents of the Board
- Oversee the planning, implementation and evaluation of the organisation's programmes and strategies to ensure they contribute to the organisation's mission and priorities
- Oversee the preparation of reports and policy papers, research and related information in relation to advocacy activities
- Oversee the planning, implementation, execution and evaluation of specific projects

Human resources

- Guide strategically the staff in their daily work through individual and team meetings
- Oversee the implementation of the human resources policies, procedures and practices
- Maintain a positive, open, non-discriminatory, healthy and safe work environment
- Coach and mentor staff as appropriate to improve performance

Fundraising and financial

- Work with staff and the Board to prepare a draft annual budget for the following year
- Maintain fundraising and donor relations to ensure adequate resourcing of programmes and ensure compliance with donor reporting cycles and potential funding deadlines
- Approve expenditures within the authority delegated by the Board
- Ensure that sound book-keeping and accounting procedures are followed, together with accountant and Operations Officer
- Administer the funds of the organisation according to approved budget and monitor monthly cash flow of the organisation
- Provide the Board regular reports on the revenues and expenditure of the organisation
- Ensure that the organisation complies with all legislation

Risk management

- Identify and evaluate the risks to the organisation's people (staff, Board, volunteers), property, finances, goodwill, and image and implement measures to control risks

General duties

- Undertake other duties as required
- Undertake on-going professional development and any other training and development as required to address gaps in skills or knowledge
- Contribute towards developing a supportive working environment, to demonstrate a commitment to professionalism and respect, transparency and accountability and uphold quality standards as outlined in policies and procedures, and in compliance with the organisation's policies.

4. Experience, Skills, and Behaviours Required:

- At least 4 years of relevant work experience within a non-governmental or governmental organisation
- People and consultant management experience
- Knowledge and experience of how a membership-based NGO operates would be an asset
- Proven record of advocacy success and experience in European & EU advocacy processes
- Proven track record in the ability to develop and implement a strategy
- Financial management and budgeting experience
- Strong coordination skills, ability to lead networks, keep them engaged, provide guidance and inputs on relevant issues
- A university degree or equivalent experience in human rights, political science, gender studies or any other specific field relevant to End FGM EU's work and/or relevant working experience.
- Knowledge of the FGM movement is an asset
- Excellent leadership and team building skills
- Ability to work to a high standard, managing stress effectively whilst prioritising multiple tasks and competing deadlines
- Excellent communication, representational and inter-personal skills
- Fluency in English is a prerequisite. French is an asset

Behaviours:

- Demonstrated commitment around women's rights and gender equality
- Passionate and enthusiastic attitude able to motivate the team
- Team-oriented, versatile, personable and flexible
- Highly driven and can work independently
- Works collaboratively and listens actively to the views of those involved
- Intercultural understanding, non-discriminatory attitude and open-mindedness

5. What we offer

- This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women's rights and ending FGM;
- Location: Brussels, Belgium (with some home-working);
- Full time contract 38h/week;
- This is a fixed-term appointment for 7 months from approximately mid-June 2022 to mid-January 2023.
- This position is a maternity cover.
- A competitive monthly salary according to the candidate's experience, coupled with various benefits:
- In addition to the salary we offer meal vouchers, contribution to transport, 13th month and hospital insurance. Currently when we are working from home we are also offering working from home allowance and contribution to internet charges.

6. How to apply

To apply please send a **motivation letter and CV** in English to awidegren@endfgm.eu by **21st of April 2022**.

We regret that only shortlisted candidates will be contacted. Candidates should hold a valid work permit for Belgium.

Interviews will be held online from 26-28 April.

Recruitment Policy

Anti-discrimination

- All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

Work permit

- All applicants, have to have the right to reside and work in Belgium.

Volunteering

- Any relevant volunteering experience can be considered equal to any other professional experience.