

VACANCY NOTICE

General Secretary DBYN

Don Bosco Youth-Net ivzw (DBYN) is searching for an employee for the position of General Secretary. The selected candidate will be based in Leuven, Belgium, and will be employed full time, with an open-ended contract, starting in the first week of January 2019.

Don Bosco Youth-Net ivzw

DBYN is an international network of Salesian youth work offices and youth organisations which work in the style of Don Bosco. The network assembles 18 organisations, +1.000 employees and +9.000 volunteers, who cater for over 125.000 children and young people in 16 European countries. The task of the network is to create and promote international activities for and by young. Next to that we create possibilities for our member organisations to share their good practices and start-up new projects together. Furthermore we represent the voice of Don Bosco young people on European and international level through advocacy work. All actions which we carry out within the network are based on the pedagogical system of Don Bosco, a pedagogical approach with a tradition of over 170 years. The General Secretary coordinates the professional development of our network.

Tasks description

- Organisational management
 - Coordinate and support the statutory bodies and the working structures of DBYN
 - Coordinate and support the strategic and operational planning of DBYN
- Financial management
 - Manage the bookkeeping of DBYN
 - Create tools for fundraising
 - Search for possible funding sources
 - Support member organisations on funding
- Staff management
 - Develop and carry out the operational planning
 - Manage legal administration related to staff
 - Manage student workers and interns in the DBYN secretariat
- Meetings and events management
 - Organise work meetings to follow-up on the development of the network
 - Coordinate events of DBYN (i.e. trainings, seminars, study visits etc)
- Communication and promotion
 - Be the contact and information point for the member organisations
 - Develop and disseminate publications and promotional materials
 - Maintain websites and intranet of DBYN
 - Promote and update social media channels of DBYN
- Legislation and policy
 - Follow-up on policies and legislation affecting DBYN
 - Coordinate representation of DBYN towards relevant organisations and institutions

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- Motor Function
 - Develop methods and procedures to strengthen cooperation within the network
 - Collect and disseminate new trends/tools/methods in international youth work throughout the network
 - Facilitate cooperation between member organisations
 - Manage and support pools of volunteers (i.e. representatives, trainers, chaplains)
 - Consultancy and support towards member organisations

Profile

	Essential	Desirable
Education	<ul style="list-style-type: none"> • At least secondary education diploma, accompanied by relevant experience in the field 	<ul style="list-style-type: none"> • Higher education diploma in relevant field (i.e. social sciences, social work, youth work, management, organisational development...)
Experience	<ul style="list-style-type: none"> • Experience in youth work sector • Experience in programmes and projects management • Experience in strategic work or governance related position in an organisation 	<ul style="list-style-type: none"> • Experience in working with European cooperation in the youth field • Experience in administrative and financial management of an organisation • Experience in an (international) membership based organisation • Experience in meeting and events organisation
Knowledge	<ul style="list-style-type: none"> • An understanding of youth work and non-formal education • Knowledge of youth work funding mechanisms at European level • Knowledge of basic communication tools and channels for organisational communication 	<ul style="list-style-type: none"> • An understanding of the ethos/workings of a Salesian organisation /Don Bosco Youth-Net • An understanding of basic bookkeeping • Knowledge policies at European level relevant to youth work
Skills	<ul style="list-style-type: none"> • Highly effective written and oral communication skills in English • Strong IT-skills and capacity to learn working with new tools / systems / programmes • Writing and reporting skills • Strong intercultural skills • Ability to facilitate cooperation among members in order to achieve organisational goals • Ability to work with (groups of) volunteers and ensure results are achieved • Capacity to represent the organisation in a targeted way, depending on stakeholder 	<ul style="list-style-type: none"> • Capacity for fundraising with public and private bodies • Ability to manage and mentor other staff members (i.e. interns, student workers) • Understanding of Dutch language

Attitudes	<ul style="list-style-type: none"> • Commitment to the non-profit sector • Ability to work independently with the ability to prioritise own workload • Have a proactive and ‘can-do’ attitude with the motivation to succeed and be able to work as part of a team when required • Focussed and creative with a capacity to work within a deadline with short term targets achieved • open-minded and willing to learn • open to work within the framework of values promoted by Don Bosco organisations 	
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Terms of contract

- Permanent full time position for undetermined period.
- Position open to EU member states citizens or holders of EU work permit
- Salary according to sectoral agreements for the social-cultural work sector in Flanders (PC 329.01 - <https://bit.ly/2ILSBP5>). Monthly brute wage scale B1a – coordinator = € 2.752,82 (0-year experience, max 10 years of experience can be taken into account). Holiday money, bonus at the end of the year, annual increase according to the wage scale and indexation following the sectoral agreements.
- 20 days of paid annual holidays, 10 bank holidays, extra compensation days for overnights and work abroad.
- Office based in Leuven, but regular telework can be negotiated.
- Regular travelling in Europe and weekend work is required.

Selection procedure

- Interested candidates shall send their Curriculum Vitae (2p max, in English) and a personal motivation based on questions provided (see below) to jobs@donboscoyouth.net by Sunday, 9th September (23:59).
- Only shortlisted candidates will be invited to the second stage by the Friday, 14th of September the latest. For the second stage the candidates will receive a job related task assignment which needs to be completed by Sunday the 16th of September (23:59).
- An online task assessment through skype will take place on Saturday, 23rd September. Time – slots will be proposed by the selection committee.
- A final selection of 2 or 3 candidates will be invited for job interviews in person at the international secretariat in Heverlee. Travel compensation for will be foreseen by DBYN. The interviews will be planned during the first week of October (detailed schedule to be confirmed).
- Questions for the personal motivation (2p max, in English):
 1. Why do you choose to apply for this position?
 2. Demonstrate with 3 examples how your previous education and/or experience will contribute to you being secretary general for DBYN?
 3. DBYN applies the educational methodology of Don Bosco. What is in your opinion the added value of this approach for European youth work?

Additional information

For additional information on the vacancy please reach out to Mr Fony Grootjans:
president@donboscoyouth.net.