

VACANCY NOTICE

Project Coordinator and Fundraising Officer DBYN

Don Bosco Youth-Net ivzw (DBYN) is searching for an employee for the position of project coordinator and fundraising officer. The selected candidate will be based in Leuven, Belgium, and will be employed full time, starting at the beginning of March 2023.

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 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.

Tasks description

- Organisational management
 - Attend G.E.B. and A.B. -meetings to support the statutory bodies and the working structures of DBYN as necessary
 - Coordination of working groups and pools of volunteers
 - Organise work meetings to follow-up on the development of the network
- Financial management
 - Create tools for fundraising
 - Search for, and apply for possible funding sources
 - Support member organisations on funding
 - Manage the solidarity fund
- Meetings and events management
 - Coordinate events of DBYN (i.e. trainings, seminars, study visits, etc.)
- Representation
 - Represent DBYN towards the European Youth Forum
 - Represent DBYN within the Don Bosco Movement
 - Represent DBYN towards other organisations and institutions
- Communication and promotion
 - Be a contact and information point for the member organisations
 - Work with the communications staff to ensure a strong line of communication and promotion
- Legislation and policy
 - Follow up and implement European policies developed by different European institutions
 - Follow up and implement policies developed by the congregation
- Motor Function & Networking
 - Develop methods and procedures to strengthen cooperation within the network
 - Collect and disseminate new trends/tools/methods in international youth work
 - Facilitate cooperation between member organisations
 - Manage and support pools of volunteers (i.e. representatives, trainers, chaplains)
 - Consultancy and support towards member organisations and the A.B
 - Develop new projects

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info@donboscoyouth.net

Website
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Profile

	Essential	Desirable
Education	<ul style="list-style-type: none"> Higher education diploma or equivalent experience 	<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 Experience in funding programmes and project management Experience in meeting and events organisation 	<ul style="list-style-type: none"> Experience in working with European cooperation in the youth field Experience in working with faith-based organisations Experience in an (international) membership based organisation
Knowledge	<ul style="list-style-type: none"> An understanding of non-formal education Knowledge of youth work funding mechanisms at European level Knowledge of 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 Knowledge of policies at European level relevant to youth work Knowledge of Salesian policies relevant to youth work
Skills	<ul style="list-style-type: none"> Excellent written and oral communication skills in English Ability to use digital tools effectively (Microsoft Office, Zoom, Canva, funding platforms and portals) 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 Capacity for fundraising with public and private bodies 	<ul style="list-style-type: none"> Ability to manage and mentor other staff members (i.e. A.B., interns, student workers) Understanding of Dutch language
Attitudes	<ul style="list-style-type: none"> Able to work as part of a team, but also use initiative to work on one's own Focussed and creative, with a capacity to work within a deadline Able to work in an international environment Open to work within the framework of values promoted by Don Bosco organisations 	

Terms of contract

- Full time position for 1 year with a probationary period of 4 months
- 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 – B1b)
- Days of paid annual holidays and bank holidays according to the national legal scheme, extra compensation days for overnights and work abroad.
- Office based in the DBYN office in Heverlee (BE), but regular telework can be negotiated.
- Regular travelling in Europe and weekend work is required

Selection procedure

- Interested candidates shall send their Europass Curriculum Vitae (2p max, in English) and a personal motivation based on questions provided (see below) to president@donboscoyouth.net by 02/02/2023 (23:59).
- Only shortlisted candidates will be invited to the second stage by the 09th the latest. For the second stage the candidates will receive a job related task assignment which needs to be completed by 12th February 2023(Sunday 23:59).
- An online meeting through Zoom will take place on 18th or 19th February. Timeslots 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 will be foreseen by DBYN. The interviews will be planned beforehand (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 project coordinator and fundraising manager for DBYN?
 3. DBYN applies the educational methodology of Don Bosco. What in your opinion is the added value of this approach for European youth work?

Additional information

For additional information on the vacancy, please reach out to Mr Niklas Gregull:
president@donboscoyouth.net.