

## CALL FOR APPLICATIONS – SECRETARY GENERAL EUROPEAN WOMEN’S LOBBY SECRETARIAT

**Do you want to work for a Feminist Europe? Do you stand for women’s rights and equality between women and men? You could be the person we are looking for!** The European Women’s Lobby is recruiting an experienced and senior level feminist who will head and lead the European Women’s Lobby’s Secretariat as **SECRETARY GENERAL**.

Working closely with our Board, Executive Committee and the wider membership, our Secretary General is adept at creating spaces for dialogue and debate, at seizing political opportunities to put our perspective across a huge range of policy areas and at mobilising our membership and partner organisations to shape and support our agenda. As such, you will be a confident public speaker and capable of creating opportunities for many of our members’ voices to be heard in EU level debates.

As an **intersectional feminist organisation**, we are seeking to build an organisation that represents Europe in **all of its diversity**. As such, people/women of colour and from ethnic minority groups, people with disabilities, people coming from marginalised groups are especially encouraged to apply.

The specific core responsibilities, as described in the Role Profile, will be carried out in the EWL Secretariat in Brussels (with work from home arrangements) on a full time and permanent basis under the supervision of the EWL President.

**Closing date of applications** : **05 September 2021 at midnight CEST**  
**Interviews** : **Week of 20 September**  
**Starting date** : **As soon as possible**

### How to Apply

Please read these instructions and the role profile carefully. When completing the application form, as much as possible address the role profile point by point and in detail, help us identify the skills, knowledge and experiences you have. We often receive a large number of applications from experienced and qualified candidates, if you strongly feel you are a match, make your application stand out. Demonstrate your experiences and knowledge on how you can fulfil the core responsibilities and match (most if not all) the core knowledge and skills listed.

Interested candidates are requested to submit their application to the European Women’s Lobby via this form: <https://forms.gle/wwfMkF5tCDFKsD38A>

If you have any questions you can email Louise on [jobs@womenlobby.org](mailto:jobs@womenlobby.org). Please **ONLY use the application form** for your submission and **only attach a CV and cover letter**, do not send any other document(s) (e.g. profile picture, recommendation letters, diplomas, etc.). We will only review applications which follow instructions.

**We appreciate you taking the time to apply by 05 September 2021 at midnight CEST!** We will make sure to let you know about the status of your application, kindly extend patience as we normally have a very high volume of applications. Thank you!

## Who We Are

The European Women's Lobby (EWL) brings together the women's movement in Europe to influence the general public and European Institutions in support of women's human rights and equality between women and men. We are the largest European umbrella network of women's associations representing a total of more than 2,000 organisations in 26 EU Member States, three Candidate Countries, Iceland and the UK, as well as 17 European-wide organisations representing the diversity of women and girls in Europe. EWL envisions a society in which women's contribution to all aspects of life is recognised, rewarded and celebrated - in leadership, in care and in production; all women have self-confidence, freedom of choice, and freedom from violence and exploitation; and no woman or girl is left behind. EWL will continue to amplify its engagements in advocating and influencing policies at the European level specifically with the European institutions in promoting and in ensuring women's rights and equality between women and men.

The EWL General Assembly will approve its new Strategic Framework 2022 – 2026 and will launch key strategic objectives that will strengthen EWL's push for a Feminist Europe. EWL will continue to amplify its engagements in advocating and influencing policies at the European level specifically with the European institutions in promoting and in ensuring women's rights and equality between women and men. In doing so, EWL is investing skills and resources targeted to support and build EWL members' capacities to address key issues on the ground especially in light of the negative implications and impacts COVID-19 has had on women and girls across Europe. To operationalise the new Strategic Framework, EWL will develop implementation plans across its thematic areas.

**The EWL, therefore, is looking for an experienced and senior management level candidate who will facilitate and help EWL in the implementation of its new Strategic Framework and at the same time ensure the effective implementation and management of its operations.**

## Profile: Purpose, Summary, and Core Responsibilities

<b>Role Title</b>	:	Secretary General (SG)
<b>Reports to</b>	:	President of the European Women's Lobby
<b>Location</b>	:	Secretariat in Brussels, with work from home arrangements

### Role Purpose and Core Responsibilities

The Secretary General assumes the daily management of the association, the European Women's Lobby. The SG has the operational and administrative responsibility to lead the EWL Secretariat, including the representation of the Association to third parties if needed, and is responsible for the management of the staff within the framework of the general mission as set out by the EWL General Assembly. The SG participates in the meetings of the Executive Committee, the Board of Administration and the General Assembly to deliver reports, provide organisational information and input on strategy if needed to the governing bodies to make informed decisions. The SG reports directly to the EWL President.

**The Secretary General is expected to carry out the following core Responsibilities:**

- Managing and leading operations
  - Lead a diverse and experienced staff team based in Brussels

- Coordinate and supervise the team of Directors, namely the Policy and Campaigns , the Programme and the Finance and Admin Directors, responsible for managing their own teams at the Secretariat.
  - Supervise the Membership and Governance Coordinator and the Communications Coordinator
  - Identify priorities for the organisation, and work in unison with the membership and the Executive Committee to help form the strategies for the future.
  - Cultivate open, transparent and enabling spaces for meaningful engagements and participation of members coming from diverse backgrounds and from varied cultures.
  - Enhance synergy and cohesion across EWL thematic areas to work closely together with the leadership of the organisation as well as the secretariat team.
- Advocacy and Networking
    - Facilitate and help the EWL implement its challenging plans to influence European Institutions (e.g the European Parliament, the European Commission and their respective bodies and agencies, the European Institute for Gender Equality) and EU governments, in promoting and in ensuring women’s human rights and equality between women and men.
    - Work together with the President on behalf of the Executive Committee to coordinate the representation of the organisation and be prepared to speak in high level engagements where needed
    - Work in alliance with other Women’s Rights Institutions and NGOs, both European and worldwide, such as European and UN bodies.
    - Advocate for and present EWL positions in its goal to achieve a Feminist Europe and a Europe Free from Prostitution

### **Knowledge and Skills**

EWL embraces a feminist culture that imbibes EWL’s core values, vision and mission. We are, therefore, seeking a candidate who will embrace and commit to our intersectional EWL Feminist Culture and more importantly, who has a firm belief in equality between women and men, knowledge about women’s movements in Europe and is aligned with EWL’s positions, especially on male violence against women and prostitution as per the EWL position paper “Towards a Europe Free from all Forms of Male Violence Against Women”.

We are looking for someone who will be able to demonstrate the following:

- Good knowledge of working in a membership based organisation with the ability to work collectively in various team settings.
- Understanding of a sound Strategic Framework and effective operationalisation of implementation plans.
- Organisational development skills including the ability to support good governance and effective management.
- Excellent team working skills.
- Advanced knowledge of the European Union and the European institutions, its structures and how it functions.
- Knowledge of European and International agreements and treaties on Women’s Rights.
- Proven networking skills and ability to interact with stakeholders at different levels (staff, international organizations, donors, auditors, the NGO community, decision-makers).
- Knowledge of Belgium’s legal and administrative framework for an international non-profit association is desirable.
- Fluency in English and French.

### **Senior level Experience**

- At least 10 years in a leadership role and managerial experience at the Executive level – or equivalent experience at the senior management level, preferably of a middle-sized international NGO.
- Provided key inputs and worked with governance structures (e.g. Executive Committee, Board of Directors, General Assembly) on organisational governance.
- Worked in an international and culturally diverse environment.
- Experience of negotiations and finding solutions in conflicting situations.
- Financial sustainability, resilience planning and management knowledge of the EU programmes framework.

## What we offer

We offer a feminist working culture and a professional working environment in the Secretariat made up of 16 dedicated feminists where sisterhood, wellbeing, staff development and personal evolution is a top priority. We offer a space where our commitment to diversity, inclusion and equality is a must in order to work collectively with our members!

Being part of EWL would mean:

- ✓ Supporting the largest membership-based feminist organisation in Europe to achieve its goals and objectives through key advocacies and activities.
- ✓ Working together with EWL's work structures and members in finding solutions in building a strong EWL.
- ✓ Being part of a dynamic, united, and committed Secretariat with a strong sense of sisterhood and solidarity towards each other.
- ✓ Having the opportunity to explore your leadership in building processes and in supporting the organisation's architecture.
- ✓ Gaining first-hand knowledge of the governance of an umbrella organisation operating at EU level.
- ✓ Having a permanent contract under Belgian law with a gross salary, depending on years of experience and demonstrable knowledge, between 5.745,00 – 7.795,00 EUR/month plus benefits: 13th month, pension scheme (assurance group), lunch vouchers, and reimbursement of local transportation.



EUROPEAN WOMEN'S  
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[www.womenlobby.org](http://www.womenlobby.org)



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