



OBESSU Organising Bureau of
European School Student Unions

Call for:

OBESSU Communications and Membership Officer

Deadline: 23rd May 2014, 23:59 CET

→ *Job description*

OBESSU is looking for a Communications and Membership Officer who will have an overview of OBESSU's communication and work on developing OBESSU's membership. The Communications and Membership Officer will work closely together with OBESSU's Secretary General in the office in Brussels. The Communications and Membership Officer will more precisely be responsible of:

- **Communications**
 - Plan and develop OBESSU's communication tools from a strategic perspective
 - Work with these tools online and offline, for example at various OBESSU events and campaigns
 - Monitor OBESSU's communication channels, including the website, Newsletter, Facebook and Twitter accounts
 - Take care of small in-house productions of posters and other materials for OBESSU's activities
 - Assist the Secretary General with reporting about communication-related issues

- **Membership development**
 - Maintain contact with OBESSU's Member, Candidate and Affiliate Organisations and have an overview of their structures and activities
 - Have an overview of OBESSU's contacts with potential Member, Candidate and Affiliate Organisations
 - Have contact with the Board of OBESSU when reaching out to new school student structures and organisations in Europe.
 - Support the Member, Candidate and Affiliate Organisations in their activities and inform them of activities at the European level

- **Office Administration**
 - Help with the general administration of OBESSU, including easy tasks related to the financial management

- **Other tasks**
 - The Secretariat of OBESSU is small, the workload can be high at certain times and unexpected tasks often appear. All Secretariat members are expected to help each other with ad hoc tasks.

Time investment: Working time of 37,5 hours per week. Occasionally work during weekends whenever necessary with time off in lieu as compensation.

Type of contract and salary Permanent Contract under Belgian law
Approx. 1500 EURO per month gross salary
6.00 EURO per working day in lunch vouchers
Monthly ticket for public transport in Brussels
+ travel reimbursements when travelling for OBESSU

Information about OBESSU

OBESSU, the Organising Bureau of European School Student Unions, is the European platform of school student unions active in general secondary and secondary vocational education. It was founded in April 1975 in Dublin and brings together Member and Candidate Organisations from all over Europe. All member organisations are independent, national, representative and democratic school student organisations. The Secretariat of OBESSU is based in Brussels, Belgium.

OBESSU is recognised as a social partner in the field of education and training by the European Commission and has consultative status with the Council of Europe. OBESSU is furthermore a member of the European Youth Forum and of EUCIS-LLL. More information can be found at www.obessu.org.

→ *Application procedure and agenda*

- Send your **curriculum vitae** together with the completed **Communications and Membership Officer application form** to jobs@obessu.org. Only official application forms will be taken into consideration. No motivation letter.
- The OBESSU Secretariat must receive all applications by the 23rd of May, 23:59 CET.
- By the end of May, short-listed candidates will be invited to interviews in Brussels. Skype interviews will also be taken into consideration.
- Short-listed candidates will also be asked to take part in an online task-based exercise.

The selected person would start working in the Secretariat of OBESSU as soon as possible.

→ *Profile of applicants for Communications & Membership Officer of OBESSU*

	Essential	Desirable
Age		<ul style="list-style-type: none"> • Preferably younger than 30 years old.
Education	<ul style="list-style-type: none"> • Finished secondary education or vocational training. 	<ul style="list-style-type: none"> • Higher education an asset.
Languages	<ul style="list-style-type: none"> • English: fluent, very good comprehension, written and spoken. • Experience of working within English speaking organisations. 	<ul style="list-style-type: none"> • French: good understanding, basic conversational skills. • Active or passive knowledge of other languages.
Experience	<ul style="list-style-type: none"> • Experience in working with internal and external communication. • Experience of working directly with young people.. • Experience in working with diverse members or member organisations. 	<ul style="list-style-type: none"> • Background in youth NGO.
Knowledge	<ul style="list-style-type: none"> • Knowledge of European institutions. 	<ul style="list-style-type: none"> • Knowledge of school student organisations. • Knowledge of Vocational Education and Training policies in Europe
Competences	<ul style="list-style-type: none"> • Experience in communication in an NGO. • Knowledge of most common website platforms (especially Wordpress). • Work well independently and in a team. • Be able to take initiative and find creative solutions. • Basic graphic design and photo editing skills. • Be able to use social media for engaging the audience. • Handle complicated situations and stress. • Be able to take initiative and find creative solutions. 	

If you believe that you fulfill most or all of these criteria, and you are full of creativity and enthusiasm, optimistic and flexible:

We warmly invite you to send your curriculum vitae and the official Communication and Membership Officer application form to [jobs\(a\)obessu.org](mailto:jobs(a)obessu.org) before 23rd of May, 23.59 CET with the subject "Communication and Membership Officer"

For more information, please send an email to: [jobs\(a\)obessu.org](mailto:jobs(a)obessu.org) or call the OBESSU secretariat: +32 2 647 23 90
OBESSU is an equal opportunities employer!