

Open position: FIMCAP Secretary General

The international non-governmental organisation FIMCAP is looking for a Secretary General (70% / 26.6 hours per week) to start as soon as possible, preferably by **1 June 2024**.

Are you looking for a job where you can effectively support international children's and youth work in an appreciative and diverse environment? Do you enjoy socialising with young volunteers and working in an international team? A varied and creative field of work awaits you: FIMCAP is an international, non-profit umbrella organisation for Catholic, Christian and other youth organisations. Its 33 member organisations are based in 29 countries.

Your tasks

You will organise the day-to-day operations of Fimcap together with the Intercontinental presidium (currently 3 volunteers).

1. Management of meetings (both online and in person)
 - Organising the presidium meetings (4 physical meetings a year & weekly online meetings) and the Intercontinental Bureau meetings (2 physical meetings a year & monthly online meetings)
2. Management of activities and projects
 - Organising the General Assembly (once every 3 years, the next General Assembly will be in summer 2025)
 - Organising the World Camp (once every 3 years, the next World Camp will be in January 2025 in Chile)
3. Financial management
 - Preparing and managing budgets and fundraising
 - Writing applications and reports, handling deadlines
 - Actively seeking new donors
4. Office administration and communication
 - Supporting international volunteers with visa, flights, expenses
 - Being the general contact person for enquiries from members and partners
 - Ensuring regular communication between FIMCAP and its member organisations
 - Taking care of both internal and external communication, in cooperation with the voluntary communication team
5. Advice and support the volunteers
 - Helping with building a long-term vision and policy for FIMCAP
 - Organising the European Solidarity Corps project & coaching 2 volunteers

What we offer

- Flexible organisation of working hours according to workload in the project phases
- A value-orientated working environment in a young, diverse and international team
- Collaboration with motivated and committed international volunteers organised in several thematic committees (finances, communication, policy, educational work, ...)
- A varied day-to-day working life with diverse tasks
- Opportunities to further develop your own skills in an international context
- The opportunity to work from home and to work abroad

Your profile

- A good level of English to ensure smooth communication with international volunteers
- Ability to work independently, autonomously and structured and cope well with stress situations
- Willingness to work regularly in the evenings and at weekends as well as at major events with overnight stays (all of those often abroad, mainly within Europe)
- You can motivate, enthuse and support volunteer teams
- You are open to working with and in a Catholic organisation and identify with the goals and values of FIMCAP

Nice to have

- Knowledge of French and/or Spanish
- Experience in youth work and/or international project work and/or NGO work

We offer you an employment contract initially limited to December 2025 with the strong prospect of possible further employment, depending on project funding. We offer you a salary according to the Belgian bar scale B1C according to Joint Committee 329 of the sociocultural sector. The salary will be raised after a positive evaluation after the first 6 months.

The job location will partly be the national Chiro secretariat in Antwerp (easily accessible by public transport) and partly home office. Regular meetings will be held in Belgium and abroad. You can find more information on FIMCAP here www.fimcap.org

We ask you to send a motivated application letter in English with your curriculum vitae to presidium@fimcap.org until **26 April 2024**.

We are currently only looking for applicants from the European Union (please note that we cannot issue work permits for non-European citizens).

If you are selected, we will invite you in the first week of May for an interview (online). For more information about the position, contact the presidium Ruben Leeman, Marie Lavall, Wilson Mendes or the current Secretary General Evy Hoeben at presidium@fimcap.org.