

Caritas Europa is the network of 49 Caritas organisations in 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of more than 160 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to fight poverty and social exclusion; and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa promotes analysis, innovation and mutual learning.

With a view to further strengthen the network, the Caritas Europa Secretariat, based in Brussels is seeking to recruit a (m/f)

Institutional Development Officer (youth engagement)

(Full-time, 12 months contract with possibility to renew)

Start foreseen a.s.a.p.

We are looking for a full-time **Institutional Development Officer** who will contribute to the overarching values, priorities and goals of Caritas in Europe and will promote youth engagement in the member organisations (MOs) of Caritas Europa (CE). He/she will:

- Proactively make proposals and contribute to a strategy to promote youth engagement in MOs;
- Implement the youth engagement strategy;
- Develop project proposals in line with the strategy and in partnership with MOs. Implement projects and ensure proper management;
- Support the implementation of ongoing projects that focus on volunteering and on the capacity building of volunteers;
- Maintain and update information related to the good practices in the Caritas Europa network, encourage sharing and mutual learning. Inform and advise MOs on youth engagement;
- Act as secretary for the Young Caritas Task Force: convene virtual or physical meetings, organise the logistics, propose agendas and report. Maintain contacts/relationships with the members of the task force.
- Participate in other relevant internal and external meetings related to youth engagement and participation;
- Contribute to papers, documents, consultations etc. in the field of expertise;
- Contribute to the internal coherence of the Institutional Development Unit and the CE team;
- Represent the organisation within the mandate given by the Caritas Europa's Institutional Development Director or Secretary General;
- Complete any other task assigned by the Institutional Development Director or Secretary General.

The Institutional Development Officer, part of the Institutional Development Unit, reports to the CE Institutional Development Director.

Profile:

- University degree (BA or MA)
- At least 2 years of relevant working experience in working with youth and/or with young volunteers preferably in Caritas or in church organisations;
- Knowledge of Catholic Social Teaching (CST) and understanding of “accompaniment”;
- Knowledge and understanding of EU social policies;
- Organisational, communication, interpersonal, linguistic and diplomatic skills;
- Experience in project management;
- Moderation/facilitation skills;
- Easiness in public speaking;
- Knowledge of IT (Microsoft Office software) and experience with social media;
- Good reporting skills; fluency in English (both written and spoken), and preferably other language competencies as well;
- Ability to work and create a supportive environment in an international team;
- Creativity, proactiveness and innovative attitude;
- Flexibility.

The Caritas Europa Secretariat promotes diversity in the team. It is committed to equal opportunities and will ensure that no applicant is discriminated against through a condition or requirement which cannot be objectively justified.

Starting date:

As soon as possible.

Our offer:

We offer a challenging experience in Brussels with the possibility to make a difference for young people and to contribute to the development of the European Caritas network. A job in an international team contributing together to the life of people suffering from poverty and vulnerability. The contract will be for 1 year, with the possibility to renew. The salary range is between € 2.600 and € 3.400 monthly gross salary depending on experience; daily vouchers and an additional insurance are part of our offer.

Application:

Please submit the following documents:

1. Motivation letter (max 1 page)
2. CV

By **May 29th 2019, 23:59 Brussels time CET (Brussels time)** to:

Secretary General, Maria Nyman: secretary-general@caritas.eu and Institutional Development Director, Marc Somers: msomers@caritas.eu , mentioning in the subject: **“Application for Institutional Development Officer”**.

We thank all candidates in advance who show their interest in this offer. First interviews with shortlisted candidates shall be held in the first fortnight of June 2019.