Call for a new project officer of IFM-SEI

Location: Brussels

We are looking for an enthusiastic and talented person to join the IFM-SEI team for six month to support us with the preparation of IFM-SEI’s international camp ‘Welcome to Another World’ and our Congress 2016.

The project officer will support the Secretary General on all aspects of the preparation of these two events, from supporting member organisations with their visa applications to developing educational activities for the camp. The camp will take place from 23rd July to 5th August and the Congress from 5-9 August, both at the same campsites in Germany. The logistics for these events are put in place by our German member organisation. IFM-SEI is responsible for the communication with participants from around the world and for the implementation of a diverse educational programme.

Responsibilities

- To support volunteers from around the world in preparing different aspects of an international summer camp with 3000 participants.
- To develop a camp handbook together with volunteers and the secretariat team and contribute to the documentation of the camp.
- To maintain regular communication with member organisations and volunteers and assist them in their preparation for the camp and the congress.
- To join us in the preparation and running of an international preparation seminar from 5-8 May.
- To support the development of congress documents.
- To assist the Secretary General of IFM-SEI in the management of European grants.
- To support the IFM-SEI team during the camp and congress with logistics, running of workshops, documentation and other to be defined tasks.
- To assist with other IFM-SEI projects and activities where required.

Essential requirements

- Demonstrated commitment to the aims and principles of IFM-SEI
- Experience of administrating international projects
- Experience of running educational activities (including training and facilitating)
- Demonstrate the ability to work on your own initiative
- Experience of grant application and report writing
- Experience of basic budget management
- Fluency in spoken and written English
- Good IT and communication skills
- Enthusiasm, energy and flexibility

Desirable requirements

- Previous or current membership of an IFM-SEI member organisation
- Knowledge of French or Spanish
- Educated to degree level
- Experience of managing Erasmus+ and European Youth Foundation projects
- Knowledge and experience of international youth organisations
**Working Conditions**
The position is full-time, 37.5 hours per week and will be based in the IFM-SEI office in Brussels, Belgium.

Some weekend and evening work will be required and days off will be offered as compensation, no financial compensation will be offered for extra hours worked.

**Financial Conditions**
- Fixed-term contract for 6 months, starting 15th March 2016
- €1750 gross monthly salary
- Meal cheques (approximately 120 Euros per month)

**Application procedure**
Please send us the attached application form (no CV or motivation letter!) by email to contact@ifm-sei.org.
Link to the application form: [http://ifm-sei.org/files/up/application-form_project-officer-ifm-sei.docx](http://ifm-sei.org/files/up/application-form_project-officer-ifm-sei.docx)

Please note: Applicants must already have the right to work in the EU.

**Deadline 1st February 2016**

Applicants will be shortlisted according to how well they meet the criteria in the person specification.

Interviews will be held on 12th February in Brussels. Please be sure you can attend an interview on this date.

If you have any questions, contact us at contact@ifm-sei.org or +32 2 215 79 27