

Engagement Officer Application Pack

Closing Date	02/09/2020
Interview Invites	04/09/2020
Online Interview Date	09/09/2020
Email Address	jobs@iglyo.com

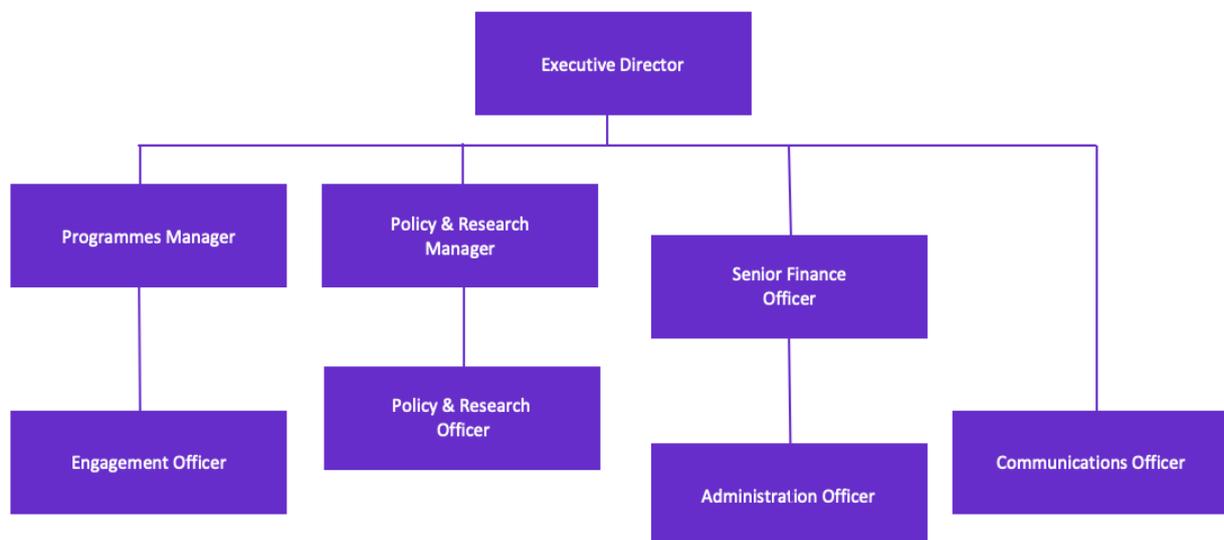
Introduction

IGLYO is the largest network of lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI) youth and student organisations in the world. Based in Brussels, Belgium, it works primarily in the countries within the Council of Europe area. As a youth development and capacity building organisation, IGLYO builds the confidence, skills and experience of young people to become leaders within the LGBTQI and human rights movements. We achieve this through a range of international conferences, events and workshops, as well as developing online training and resources. IGLYO's LGBTQI Inclusive Education Project aims to make schools safer and more supportive of LGBTQI learners by working with governments and civil society organisations to gather and monitor data, and to advocate for every young person's right to quality education. More information about IGLYO's work can be found at www.iglyo.com

Job Information

Job Title	Engagement Officer
Salary (Gross)	€2.118,40 per month Additional payments: Prime de Fin D'année (1 month) Double Pécule de Vacances (0,92% of 1 month)
Additional benefits	Meal vouchers (€7,00) per working day Employee training budget Travel to work subsidy Additional annual leave days between 25 - 31 December Paid travel, subsistence and accommodation for work related meetings where necessary
Working Hours	37,5 hrs per week
Holiday Entitlement	32 days (inclusive of public holidays)
Line Manager	Programmes Manager
Contract	Permanent

IGLYO Secretariat



Additional Benefits

- Meal vouchers (€7,00) per working day
- Employee training budget
- Travel to work subsidy
- Additional annual leave days between 25 - 31 December
- Paid travel, subsistence and accommodation for work related meetings where necessary

Who Can Apply?

Candidates must be legally eligible to work in Belgium at time of application.

IGLYO will not consider age, gender, sexual orientation, gender identity, sex characteristics, socio-economic status, ethnic identity, religious or political beliefs, (dis)ability or any other non-work-related criteria in the selection process.

IGLYO particularly welcomes applications from women, trans, and non-binary people. IGLYO also welcomes applications from individuals from an ethnic minority and/or who are under thirty years old.

How to Apply

Please read through the role description and personal specification contained within this pack, and if you match all the essential criteria, we invite you to send:

Item	Notes	Maximum length
CV/Resume	It should include all educational qualifications, relevant work experience (paid & voluntary), and two referees (one from your current or most recent employer)	2 pages (A4)
Cover Letter	Should explain your motivation for applying and describe your relevant experience, based on the job description and personal specifications	1 page (A4)

Selection Details

Candidates who are shortlisted will be notified by email and will be asked to attend an online interview (see front page for dates). Only shortlisted candidates will be notified, and unfortunately, we will not be able to provide feedback to unsuccessful applicants.

The successful candidate will be expected to take up their post within two months of being offered the job, but an earlier start date is preferable.

Informal enquiries about the post can be sent to jobs@iglyo.com

Job Description: Engagement Officer

Membership Development & Retention

- To hold regular online meetings with member organisations to build strong working relationships, get to know their work and keep them updated with opportunities at IGLYO
- To develop an extensive membership database with a summary of each member organisation's work/expertise and key contacts relating to each work area
- To identify and implement practical strategies to build stronger links between IGLYO and its members and between the members
- To continuously research potential new members for IGLYO to expand the network both geographically and thematically (such as trans, intersex and non-binary organisations)
- To keep up to date with IGLYO's members' priorities, issues and work, and work with the Communications Officer to promote them through IGLYO's online channels
- To raise awareness of all IGLYO events and opportunities with members, through regular newsletters and updates
- To act as the first point of contact for all existing and prospective members, responding promptly to all enquiries
- To manage IGLYO's online membership database, ensuring that records of new, renewed and terminated members are up to date
- To provide support to smaller or emerging member organisations to help them develop

Engagement & Participation

- To co-ordinate and facilitate various working groups, such as the Anti-Racism Task Force, to ensure that young people have various opportunities to engage with and contribute to the organisation's work
- To manage all external requests for presentations, trainings, etc. matching opportunities to the relevant Board, Staff and Training Team members
- To identify, develop, and promote opportunities for members and young people to engage with IGLYO

Alumni Network Development

- To further develop the database of past volunteers and participants and identify opportunities to better engage and involve IGLYO's alumni
- To support the Alumni Working Groups develop IGLYO's archives and plan future events
- To update IGLYO's memories web pages and ensure all relevant media and documents are saved and recorded
- To explore and develop the IGLYO offer for organisations outside of Europe including welcome pack, benefits, communications

General

- To support the smooth running of the Secretariat and to undertake other reasonable duties which may be required from time to time
- To assist with the preparation and delivery of various events/meetings

Personal Specification

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> - Experience of engaging with varied stakeholder groups in a professional capacity - A minimum of one year's experience in an organisational role (membership co-ordination, volunteer management, events organising or similar) 	<ul style="list-style-type: none"> - Experience of working for an NGO - Experience of designing and delivering non-formal education training
Personal Qualities, Skills & Knowledge	<ul style="list-style-type: none"> - Excellent communicator, with the ability to motivate, engage and persuade a wide range of audiences - Strong interpersonal skills with an understanding of how to build and maintain professional relationships - inclination to be present on and use social media - In depth knowledge of LGBTQI issues, specifically for young people - Understanding of intersectionality - Highly organised - Creative thinker, able to come up with different ideas and strategies to connect with different organisations and individuals - Ability to analyse information and produce reports - Ability to use your own initiative and work autonomously - Ability to organise, plan and prioritise workload and work under pressure to meet tight deadlines - Excellent spoken and written English 	-
Technical	<ul style="list-style-type: none"> - Excellent IT skills with experience of using Microsoft Office & Google Drive - 	<ul style="list-style-type: none"> - Experience of Wild Apricot or other membership database software
General	<ul style="list-style-type: none"> - Legally eligible to work in Belgium - Ability to relocate to Brussels and travel on an occasional basis - Ability to work flexibly, including often working irregular hours 	