

PROGRAMMES OFFICER

Application Pack

Closing Date 05/04/2021 09:00 AM

Interview Invites 08/04/2021

Online Interview Date 14-15/04/2021

IGLYO particularly encourages applications from women, trans, & non-binary people, individuals from racialised communities, ethnic minorities & people who are under 30 years old.

This pack contains

1. Introduction
2. IGLYO organisational structure
3. Working at IGLYO
4. Job information & benefits
5. Who can apply?
6. How to apply?
7. Selection details
8. Job description
9. Person specifications
10. Application questions



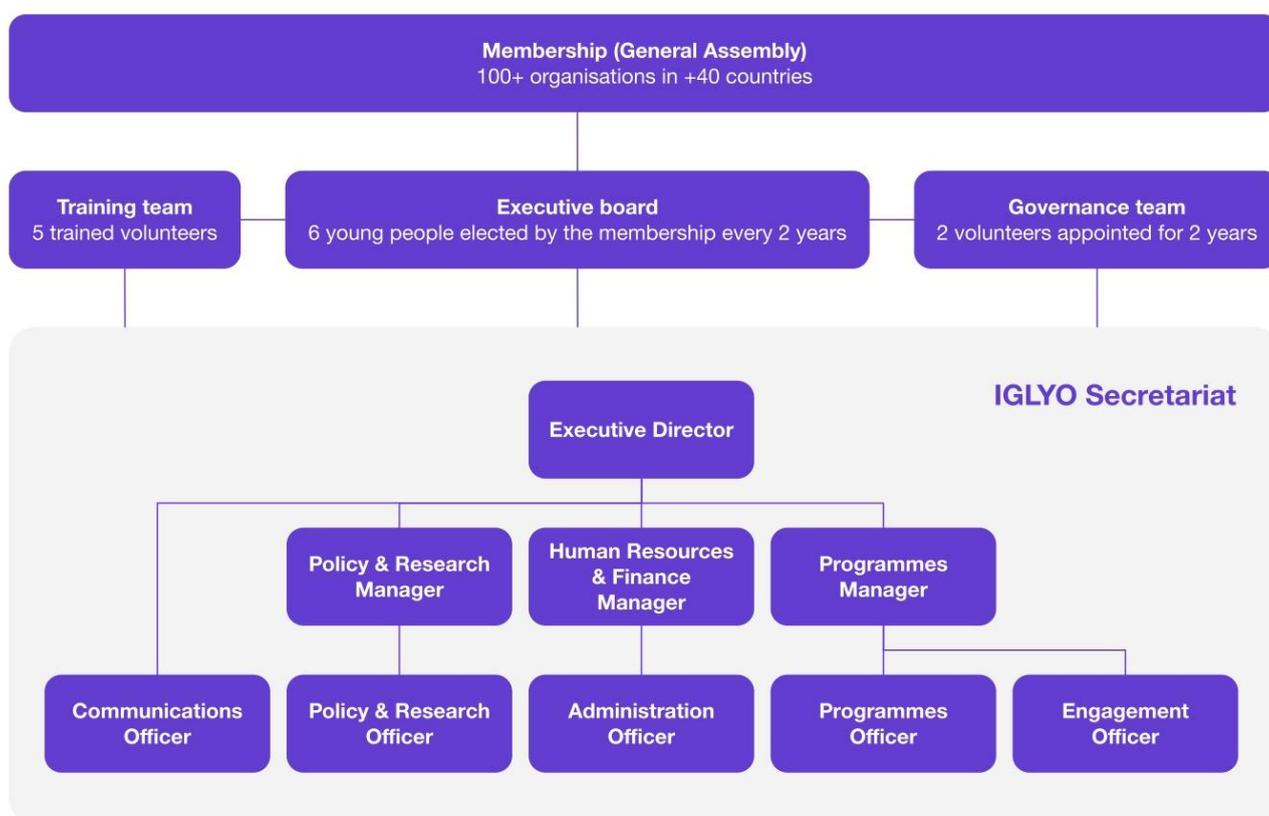
Introduction

IGLYO is a European network of over 100 organisations run by and for lesbian, gay, bisexual, transgender, queer & intersex (LGBTQI) youth & students.

As a youth development & capacity building organisation, IGLYO builds the confidence, skills & experience of young people to become leaders within the LGBTQI & human rights movements. We achieve this through a range of international conferences, events & workshops, as well as developing online training & resources.

IGLYO's LGBTQI Inclusive Education Project aims to make schools safer & more supportive of LGBTQI learners by working with governments & civil society organisations to gather & monitor data, & to advocate for every young person's right to quality education. More information about IGLYO's work can be found at www.iglyo.com.

IGLYO organisational structure



Working at IGLYO

At IGLYO, we believe that you come first. In a period where we feel most alone and isolated, we understand that connecting to each other is of uttermost importance. That is why a typical day, week, month and even year at IGLYO is ever-changing. We moved from hugs to virtual high fives during the global pandemic, but we kept true to one belief: great work starts with us. Not us as individuals, but us as a team.

As a small team, we believe that each and every single one of us plays an important role in the work we do. Every project involves multiple key players, from organising and facilitating online discussions, to planning and conducting our Inclusive Education Report. Without you, there is no us.

At the same time, we acknowledge that we have to keep moving forward, which is why we check in with each other regularly during our weekly staff meetings. Did your cat do something silly or did you take an

amazing bike ride around your city? We'd love to hear it! Besides the staff meetings, we also organise meetings with both board and staff, where we discuss and review the activities we do and brainstorm about points of improvement.

Your voice in the organisation is important. Without you, there is no us. Without hard work, there is no progress. That is why we believe that effort pays off, both for your personal growth as for the visibility of the work we do. So who is our ideal candidate? We are looking for people who fit into the team. People who we can depend on but who can work independently. Risk-takers who know how to deliver great results and know the importance of inspiring work, without losing track of deadlines. Overall, reliable go-getters who want to create something beautiful together with us and who want to inspire others to do the same. Having a job means hard work, but it's up to you to turn yours into play.

Job Information

Job Title	Programmes Officer
Salary (Gross)	<ul style="list-style-type: none">• 2160,76€ per month• Prime de Fin D'année - <i>this is a 13th month salary, paid in December along with a 12 month salary, taxed slightly differently.</i>• Double Pécule de Vacances - <i>this is an extra month holiday pay, paid (after 1 year of work in Belgium) in May to the value of 92% of a usual work month.</i>
Benefits	<ul style="list-style-type: none">• 7€ lunch voucher for every day worked - <i>averaging at 150€/month</i>• Monthly local travel subsidy - <i>this payment depends on where you live & what form of travel you take to the office</i>• Yearly training allowance• Relocation costs covered up to 250€
Holiday Entitlement	<ul style="list-style-type: none">• 22 days annual leave• Additional 5 days annual leave between 25-31 Dec
Working Hours	37,5 hrs per week (5 days), core working hours between 9h30 & 16h00.
Line Manager	Programmes Manager
Contract	Permanent

Who can apply?

Candidates must be eligible to work in Belgium at time of application, as IGLYO does not currently have the capacity to sponsor work visas.

IGLYO particularly welcomes applications from women, trans, & non-binary people, individuals from black communities, other communities of colour & ethnic minorities & who are under 30 years old.

As part of its efforts to ensure diversity & inclusion, IGLYO needs to record equalities data on the applicants for open positions. As part of this process, [please fill out this anonymous \(non-identifiable\) equalities form](#), if you choose not to do that, there will be no negative consequences for you in the application process.

How to apply?

Please read through the job description & personal specification contained within this pack. If you match the essential criteria, [we invite you to complete our Online Application Form](#). When completing the application form, [we also invite you to fill in our equalities form](#) (this not obligatory). The form will help us understand who we are reaching out to & enable IGLYO to work towards greater diversity & inclusivity.

If you're successful, you will be notified by email & will be asked to attend an online interview, along the interview invite, you will be sent a pre-interview exercise to complete.

The successful candidate will be expected to take up their post within one month, the start date is negotiable.

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

Job description: Programmes Officer

Capacity building and training

- To work closely with IGLYO's Programmes Manager to assess, design, develop, implement, monitor and evaluate IGLYO's overall capacity building programme
- To facilitate a range of capacity building events, including conferences, study sessions and seminars, both online and offline
- To ensure and facilitate the design and production of resources, toolkits and online courses in partnership with Member Organisations and individual people (participants, volunteers, etc)
- To support and mentor learners, member organisations and event participants
- To engage in a continuous learning and growth process with IGLYO's Programmes Manager and others

Event organisation

- To plan, organise and coordinate events, both online and offline, in collaboration with other staff and board members
- To maintain communication with event participants, in preparation, during and post event phases
- To coordinate logistics of events, including identifying, negotiating and managing relation with suppliers (accommodation, transportation, catering, other services) in collaboration with the finance and administration team
- To keep accurate records of all the event participants and processes
- To write event reports

General

- To contribute to the staff team to ensure the smooth running of the office on a day to day basis
- To prepare reports and other relevant documents for the Board, the Executive Director, and funders as required
- To support with the organisation of team meetings, board meetings, the general assembly and other events as required
- To assist with the management of project budgets and prepare financial reports
- To undertake other duties which may be reasonable required from time to time

Personal specifications: Programmes Officer

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> At least 1 year or 4 events of training, workshop facilitation, moderation, paid or voluntary Event organisation or management 	<ul style="list-style-type: none"> Experience of working for an NGO (paid or voluntary) Training/workshop design
Personal Qualities, Skills & Knowledge	<ul style="list-style-type: none"> Have LGBTQIA+, gender & diversity knowledge & experience Excellent organisational & numerical skills Excellent communication skills: reflective and empathic listening, speaking to groups Logical framework thinking, understanding of causes and effects Ability to plan and organise one's work by identifying and scheduling steps leading towards accomplishing tasks Commitment towards working for the wellbeing and improvement of others Good spoken & written English 	<ul style="list-style-type: none"> Some knowledge of French, Dutch or Flemish Knowledge or experience of counseling, coaching Ability to analyse information and reach conclusions and actions based on data
Technical	<ul style="list-style-type: none"> Excellent IT skills with extensive experience of using Microsoft Office & Google Drive 	<ul style="list-style-type: none"> Knowledge of online facilitation tools & platforms
General	<ul style="list-style-type: none"> Eligible to work in Belgium Ability to relocate to Brussels & travel on an occasional basis Ability to work flexibly, including sometimes working irregular hours 	

Application questions

Below you'll find the information you'll have to submit in your application. Please do not send a word document with this information but **fill in this online application form**.

When filling your application, we encourage you to use the STAR method.

1. Personal details

- Your name
- Your pronouns
- Your birth date
- Your Email address
- Your Phone number
- Eligibility to work in Belgium

2. Application questions

Qualifications & Employment History

Please list your most relevant qualifications followed by your work and/or voluntary and/or activism and/or life experiences. Please do not list your full employment history, only the most recent/relevant.

Capacity building/training/facilitating change

In 250 words/1500 characters (maximum), provide an example which demonstrates your experience in capacity building or guiding people through change.

LGBTQIA+, gender & diversity experience

In 250 words/1500 characters (maximum). Tell us about your knowledge and concrete experience with LGBTQI issues.

Free Answer

In 250 words/1500 characters (maximum), this is the space for you to tell us more about yourself, something that you haven't yet mentioned in your responses above. This may include personal strengths, expectations of the post & why you are applying for this position.