EXECUTIVE DIRECTOR
Application Pack

Closing Date 3rd September 2021 5 PM CET
Interview Invites 13-17th September 2021
Online Interview Date 20-30th September 2021
Starting Date October 2021

IGLYO is striving towards more diversity, intersectional experiences & backgrounds in the staff team.

IGLYO particularly encourages applications from women, trans, intersex & non-binary people, people of color and black people, people with migrant or immigrant backgrounds & those who are under 30 years old.

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2. Job information
3. Who can apply?
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1. About IGLYO

IGLYO is a European network of over 100 organisations run by and for lesbian, gay, bisexual, trans, queer and intersex (LGBTQI+) youth and students. 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 & resources. More information about IGLYO’s work can be found at www.iglyo.com.

2. Job information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Executive Director</th>
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<tr>
<td>Salary (Gross)</td>
<td>• 4,500.00€ per month</td>
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<tr>
<td>• Prime de Fin D’année - this is a 13th month salary, paid in December along with a 12 month salary, taxed slightly differently.</td>
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<tr>
<td>• Double Pécule de Vacances - 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.</td>
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<tr>
<td>Benefits</td>
<td>• 7€ lunch voucher for every day worked - averaging at 150€/month</td>
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<td>• Monthly local travel subsidy - this payment depends on where you live &amp; what form of travel you take to the office</td>
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<td>• Yearly training allowance</td>
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<td>• Relocation costs covered up to 250€</td>
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<tr>
<td>Holiday Entitlement</td>
<td>• 22 days annual leave</td>
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<td>• 10 days bank holidays</td>
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<tr>
<td>• Additional 5 days annual leave between 25-31 December</td>
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<tr>
<td>Working Hours</td>
<td>37,5 hrs per week (5 days), core working hours between 9h30 - 16h00.</td>
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<tr>
<td>Line Manager</td>
<td>Board of Executive Directors</td>
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<tr>
<td>Location</td>
<td>Possibility to start remotely, relocation to Brussels within an agreed period of time</td>
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<tr>
<td>Contract</td>
<td>Initial 2 year contract with the possibility of extension to a permanent contract</td>
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<td>Starting date</td>
<td>October 2021</td>
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3. Who can apply?

We welcome applications from people without a current valid work permit in Belgium, however we cannot guarantee a work offer to successful applicants. This will be judged at IGLYO’s discretion based on our capacity.

IGLYO particularly encourages applications from women, trans, intersex and non-binary people, people of color and black people, people with migrant or immigrant backgrounds, those with disabilities and those who are under 30 years old. Currently the IGLYO office is not fully accessible; we are aware that this will add
an additional pressure to some applicants with disabilities but commit to changing our way of working to be as inclusive of those with disabilities as possible.

As part of its efforts to ensure diversity and inclusion, IGLYO collects equalities data on applicants for open positions. This helps us assess which identities and groups we need to make more effort to attract to future opportunities. To help us with this work, please fill out this optional anonymous equalities form.

4. How to apply?

If you are interested in joining IGLYO as Executive Director, you can apply using the Online Application Form until 5pm on Friday September 3rd 2021. We also invite you to fill in our equalities form (optional). The form will help us understand who we are reaching out to and enable IGLYO to change our staff team structure towards more diversity, intersectional experiences and backgrounds.

Candidates who are shortlisted will be notified by email and will be asked to attend an online interview. You will also receive an invitation to interview with a pre-interview exercise to complete.

It is hoped that the successful candidate will take up their post in October 2021 with a handover period of one month.

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

5. Job description

Strategic

- To champion young people’s participation and ensure that meaningful youth development and leadership opportunities are created across the organisation.
- To work closely with IGLYO’s Board and other youth volunteers to ensure the organisation’s work is shaped by and involves young people at all levels.
- To ensure that youth development and participation theory and practice are implemented across the organisation’s work.
- Work with IGLYO’s Board and staff team to effectively implement current and future strategy, with clear strategic goals, outcomes and financial plans.
- Lead the overall operation of IGLYO in a manner that supports and guides the organization’s mission as defined by the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Ensure strategic decisions capture the breadth of IGLYO’s work, whilst delivering key outcomes.
- Overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of IGLYO’s activities, taking appropriate action as required.
- Review and develop IGLYO’s strategy, in partnership with the board, staff team, member organisations, and other key partners.
- Develop new opportunities for IGLYO
- Ensure that the organisation’s operational policies and procedures are up to date, compliant and relevant, and that the organisation is managed in line with current best practice.
Financial Management

- Manage the organisation effectively, ensuring that its resource management is maintained and enhanced.
- Oversee budgets, expenditure and management accounts ensuring that income and expenditure is within targets.
- Together with the Finance Manager monitor budgets to produce regular financial reports, and ensure effective management and use of all resources.
- Advise IGLYO’s Governance Team and Board on financial risk assessment for the organisation, taking professional advice where necessary.
- Ensure that all financial controls and procedures are complied with.

Income Generation & Fundraising

- Together with the Finance & HR Manager develop a funding and financial strategy
- Build the income streams and reserves of IGLYO together with the Finance & HR Manager.
- Develop and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
- Provide direction and support to any staff and volunteers involved in income generation activities and ensure team efforts are coordinated.
- Explore and develop corporate partnerships and sponsorships to increase IGLYO’s unrestricted income.

Leadership and Management

- Ensure that all members of staff understand and implement their key roles and their accountability.
- Manage direct reports effectively, providing supervision, support, development and annual appraisal and ensuring they do so for all their team.
- Lead key strategic projects including those bringing significant change for the organisation, ensuring that risks and threats are robustly managed.
- Be an inspirational leader for the organisation, ensure a positive external image and highly motivated workforce.
- Lead, manage and coach the staff team to maximise their personal contributions.
- To ensure that the recruitment and deployment of the organisation’s staff and volunteers is carried out effectively and efficiently in accordance with good practice.

Governance

- Foster good working relationships and ensure systems and structures are in place for IGLYO’s Board to fulfil its statutory responsibilities.
- Report to IGLYO’s Board on progress against strategic objectives, providing information and accounting for organisational performance.
- Advise IGLYO’s Board in all aspects of leading the organisation, including short- and long-term strategic planning, financial sustainability, human resources management, fundraising, partnership working, and communications.

Representation & External Communication

- Be a spokesperson for and represent the organisation in public forums and the media, such as
speaking at conferences, attending sector policy forums and producing written materials.

- Maintain effective networks with all principal supporters, funders and stakeholders.
- Seek opportunities to expand and promote the role of the organisation.
- Ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
- Harness the power of young people and their personal experiences to promote the interests of LGBTQI+ young people, while ensuring this is a positive and fulfilling experience for young people.
- Monitor and agree all board and staff contact with the media in order to deliver a consistent image, approach and positive public profile of the organisation.

6. Personal specifications

At IGLYO, we recognize how many barriers and obstacles young people and people from marginalised communities need to overcome to acquire many of the specifications listed below. We are trying to balance the best interest of the organisation and of the LGBTQI+ youth movement, and in that the need for a equipped, competent and motivated Executive Director leading IGLYO, with creating space for learning in the role and adjusting to this position. IGLYO will provide training and support to the hired individual to the best of its abilities, and during the first year of employment will carry out an appraisal to further determine fitness for the job and learning needs. Please review the specifications below and be sure to reflect them in your application.

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<th>Area</th>
<th>Essential</th>
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<td>Experience</td>
<td>• Significant professional experience in an NGO or non-profit organisation or initiative.</td>
<td>• Experience in applying for EU funding</td>
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<td>• Strong financial management expertise including forecasting, budget setting &amp; monitoring income &amp; expenditure.</td>
<td>• Experience in working in a membership organisation</td>
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<td>• Good track record in fundraising from multiple funders.</td>
<td>• Experience in working in an national or international organization</td>
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<td>• Experience in developing &amp; successfully delivering organisational strategies and work plans.</td>
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<td>• Experience of representing an organisation at a senior level with key stakeholders including high-profile funders, international institutions, &amp; national governments.</td>
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<td>• Experience of working closely with voluntary boards &amp; young people, advising &amp; guiding robust decision making.</td>
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<td>Personal Qualities, Skills &amp; Knowledge</td>
<td>• In-depth knowledge &amp; understanding of LGBTQI+ rights &amp; the rights of young people in EU &amp; Council of Europe countries.</td>
<td>• A level of French, Flemish/Dutch allowing you to understand basic official communication from the Belgian authorities and/or refer issues to colleagues</td>
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<td>• Understanding of intersectionality &amp; ability to translate it into practice.</td>
<td>• University graduate or</td>
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<td>• Strong management &amp; leadership skills.</td>
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<td>• Excellent communication skills with a wide range of stakeholders including young people, professionals, policymakers, MEPs, &amp; the media.</td>
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<td>• Understanding of policy &amp; campaigning work &amp; key actors</td>
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Technical

- Highly organised with a commitment to effective planning, delivery, monitoring & evaluation of projects.
- Knowledge of safeguarding young people & adults at risk.
- Confident communication through written reports, both formal & informal.
- Commitment to individual rights, equality & anti-discriminatory practices.
- A strong understanding & ability to use oral & written English.
- Excellent IT skills with extensive experience of using Microsoft Office & Google Drive.

General

- Eligible to work in Belgium
- Ability to relocate to Brussels & travel on an regular basis
- Ability to work flexibly, including often working irregular hours
- Postgraduate qualification in a relevant discipline (youth work, community development or similar), or equivalent relevant experience.

7. Application

Please fill in the [online application form] to apply to the Executive Director's position at IGLYO. We accept applications online by the online application form. No applications by the email will be accepted. Please contact recruitment@iglyo.com if you experience any technical difficulties while accessing the form or in case of special enquiries regarding the application. 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 download this [word] document and fill it in before uploading it on this form.

LGBTQI+ Activism (500 words/3000 characters maximum)

Provide an example which demonstrates your experience of LGBTQI+ activism, detailing some of the issues you worked with the community on, your role in the work, the outcomes of this work, and what values directed your work.
Leadership (300 words/1800 characters maximum)
IGLYO has over 100 member organisations, 6 board members and a staff team of 9 (soon to be 10). Tell us about your experience of leadership using specific examples to demonstrate your leadership style, how you have led a process of change within an organisation or a team, and how you work effectively with multiple stakeholders.

Financial Management (500 words/3000 characters maximum)
IGLYO’s annual income has increased from €240.000 to over €675.000 in the last 7 years. Provide an example or examples which demonstrate your experience in successfully securing substantial funding from various sources and developing positive working relationships with funders. Also, please provide an example which demonstrates your experience in managing a substantial budget, and the systems you used to effectively plan and monitor income and expenditure and mitigate financial risks.

Strategic Partnerships (300 words/1800 characters maximum)
IGLYO works with a wide range of partners including international and EU institutions, MEPs and EU intergroups, and other international civil society networks and organisations. Tell us about a time when you developed a new strategic partnership, how you achieved it, and the benefits it brought to your organisation, initiative or project.

Youth Participation & Empowerment (300 words/1800 characters maximum)
IGLYO is a youth-led organisation which specialises in providing youth development and leadership opportunities. Provide an example which demonstrates your extensive experience of working with young people underpinned by the values of empowerment and participation. Please tell us how you ensured this was a positive and fulfilling experience for the youth involved.