



Director

Full-time or four days a week role, starting June 2021, Brussels

Who we are

The Quaker Council for European Affairs (QCEA) promotes peace, justice and equality to European governments and institutions. We are part of an almost 400-year tradition of work by Quaker organisations that has included anti-slavery advocacy in the 18th and 19th centuries, refugee protection and prison reform. QCEA is proud of our radical heritage and we are deeply rooted in the values and experiences of our supporters in Europe and beyond.

QCEA reflects the values and concerns of Quakers in Europe. To ensure this, it has a General Assembly composed of representatives of Yearly Meetings and of supporter groups across Europe. Oversight of QCEA's work is assured by an Executive Committee to whom the Director is accountable; line management is provided by the Clerk to Executive Committee. The Director will lead a small team based at Quaker House, Brussels, using 'Quiet Diplomacy' and other methods to seek to effect positive changes in European policy. While QCEA's voice of peace and compassion needs to be heard more clearly than ever, sensitive and confidential diplomacy is at the heart of our theory of change.

QCEA's strategy

QCEA has historically represented Quakers' concerns, and over the most recent period has sought to professionalise its contribution to European policy by focussing on certain fields. The current strategy focuses on Human Rights and on Peace work, while naturally alert to the broader context of Climate Change and Economic Injustice. The Director may be expected to take a lead in one such field while supervising work in others.

QCEA's strategic plan can be found [here](#).

About the role

We are seeking to recruit a Director who will bring QCEA's vision of peace, justice and equality to Europe and its institutions. The Director will build on QCEA's proud record of influencing policy development which has real impact on the practice of European institutions. The Director will play a key role in advocating for a new approach to security, focusing on nonviolent approaches to conflict while promoting policies that recognise the intrinsic equality of all people and reduce fear of the "other".

The Director is the primary Quaker Representative to the EU, NATO, Council of Europe, OSCE, and a range of interfaith fora. The Director is also the most senior staff member in the team of currently seven staff, and is responsible for the leadership of QCEA, the management of the team and the house and for undertaking a part of the programme work of QCEA.

QCEA's work is based in Quaker House, an art nouveau building in the European Quarter of Brussels, which is the office for the staff and the venue for meetings which further the work programmes of QCEA. It is also the meeting house for Quakers in Brussels. The house has two rental apartments, one of which may be rented by the Director if they so choose.

Responsibilities:

1. Leadership

- Lead QCEA on the development and delivery of its strategic plan, working with the staff, Executive Committee and General Assembly,
- Provide effective leadership, supervision and direction to staff, inspiring and supporting staff to deliver their best for QCEA,
- Be an effective ambassador for QCEA with a wide range of stakeholders including Quakers across Europe, European Institutions, donors, partner agencies and NGOs,
- Maintain a good knowledge of the Quaker network in Europe and beyond and be aware of emerging Quaker concerns, as they come through the General Assembly,
- Being alert to the external environment in which QCEA operates, so significant developments are clearly understood, risks assessed, and opportunities leveraged, to facilitate the delivery of the plan.

2. Leading Programme Work

- The successful candidate will have particular competence and experience in one of the focal areas of QCEA's work, and will have a capacity to learn and take on work in fresh fields,
- Develop own programme of work in human rights or peace work in line with the strategic plan and approved work plans,
- Build and maintain a network of contacts working in/around European institutions,
- Develop a programme of events and activities to further the thematic priorities of QCEA,
- Prepare publications and other materials, as appropriate, to further QCEA's priorities,
- Maintain an understanding of major issues, developments and opportunities in Europe and European institutions in the field for which the Director is also a programme lead,
- Represent QCEA with appropriate NGOs and networking to facilitate joint advocacy opportunities.

3. Management

- Provide line management to Programme Leads and other staff,
- Build the staff team to ensure they work with each other and with partner organisations, in order to deliver QCEA's work programmes effectively and efficiently,
- Implement appropriate performance management systems to support the achievement of QCEA's goals,
- Support the General Assembly and Executive Committee, providing appropriate and accurate information and other guidance so they are enabled to take informed decisions,

- Identify and build strong strategic relationships with partners and donors,
- Manage Quaker House, being ultimately responsible for its containing to function as a safe, welcoming Quaker space for all those who use it.

4. Communications and Outreach

- Engage with donors and Quaker Yearly Meeting support/fundraising groups,
- Communicate the work of QCEA to Quaker Yearly Meetings and in other forums,
- Work with Communications staff to ensure visibility with supporters and donors,
- Maintain and develop excellent relations with relevant European level advocacy networks and other Quaker bodies, networks and agencies-

5. Good Governance and Operational Effectiveness

- Ensure compliance of all aspects of the organisation's activities to Belgian and EU law and regulations,
- Ensure QCEA's values and policy commitments are reflected in QCEA programme work,
- Ensure QCEA has the right management systems, procedures and structures to carry out its work effectively, accountably and safely,
- Support the organisation of meetings of the General Assembly and Executive Committee,
- Work with the Executive Committee to develop annual plans for the organisation's activities,
- Monitor the success of QCEA's campaigns and programmes against agreed outcomes,
- Play a leadership role in ensuring a safe environment for all staff and those who come into contact with the organisation.

6. Finance and Administration

- Provide strong financial management, working with the Office Manager and the Treasurer to generate budgets, prepare annual accounts and ensure adherence to financial policies,
- Report on budget execution and financial management issues,
- Ensure regulatory and legal compliance of all aspects of the organisation's activities,
- Review regularly the fundraising requirements of QCEA,
- Submit grant applications, securing timely funding, and report to donors in line with donor requirements,
- Work with the Office Manager, Communications staff and ICT volunteers to monitor and address issues of ICT security and service quality.

7. Performance and Teamwork

All QCEA staff, with the guidance of their line manager, are responsible for:

- Setting their own objectives,
- Identifying personal and organisational learning opportunities,
- Ensuring continuity of their work by planning an adequate handover to any successor(s),
- Actively and respectfully participating in the resolution of any grievances according to QCEA procedures.

All QCEA staff should also:

- Contribute to team-building and positive professional relationships,
- Contribute to orderly paper and digital filing and good knowledge management,
- Be alert to issues relating to Quaker House (by creating a welcoming atmosphere, bringing quality issues to the attention of the Office Manager).

About you

There is no one perfect profile for this position, but the successful applicant will meet many of the criteria outlined below.

Person Specification:

- A practising Quaker, or in sympathy with the value of Quakers and committed to working within Quaker structures and practices,
- Education to degree level or equivalent life experience,
- A demonstrable commitment to the values of peace, nonviolence, justice and equality,
- Experience of working in the NGO sector and a strong track record on delivering programme objectives,
- Sound knowledge and experience of at least one of the following policy areas: human rights, peace, climate justice, and the commitment to increasing knowledge in all these areas,
- Good knowledge of European Institutions,
- Demonstrable experience and success in leading small teams and exceptional ability to get the best out of people,
- Excellent spoken and written English; knowledge of French or Dutch desirable, while knowledge of other European languages is an advantage,
- Excellent communication skills including being able to communicate complex policy issues to a variety of audiences, including government officials, Quakers across Europe, and partner NGOs,
- Strong interpersonal skills and the ability to work with a diverse range of people and organisations,
- Proven experience of financial and operational management.

What we offer

The successful applicant will be offered a full-time contract in a small, dynamic and well-respected peace and human rights NGO – an exciting step in a career in political communications, working for a more just world whilst gaining useful skills and contacts.

For this post QCEA is able to offer a salary of approximately 3,800 Euro per month gross (pro-rata for part time). The salary will vary slightly depending on additional benefits to which the successful candidate may be entitled. QCEA offers additional net benefits including meal vouchers and travel costs in some circumstances. All our staff receive 25 days' holiday per year.

QCEA is located at Quaker House, Square Ambiorix 50, Brussels.

Application process

We invite candidates to submit a CV (max. 3 pages) and a letter of motivation (max. 1 page) to QCEA Director Search Committee (directorsearch@qcea.org) by midday (CET) on 15 January 2021.

Our organisation is committed to acknowledging all applications and maintaining a confidential process. We will offer feedback to all applicants who have been shortlisted for an interview.

References will be taken, but only at the final stage of the recruitment process.

Selection process

We will invite a wide selection of applicants to a preliminary online interview with members of the QCEA Director Search Committee in February. This will be followed by a final interview and an exercise with a smaller number of candidates at Quaker House Brussels by the end of February. We hope to be able to interview in person, and plan as such while considering the ongoing pandemic.

We anticipate a start date of 1 June 2021.