



**Quaker
Council for
European
Affairs**



**Director application pack
Quaker Council for European Affairs
May 2022**

Introduction from the Executive Committee

Thank you for showing your interest to work for the Quaker Council for European Affairs, in the role of Director. At QCEA, we believe that peace, justice and equality are fundamental values and these testimonies are where our commitment is rooted. Being a small NGO, we focus on programmes around Peace and Human Rights, and their interaction with the climate emergency, telling our truth to the European Institutions who have a major influence on these issues. We are based at Quaker House in Brussels, and committed to diversity and inclusivity in the way we work.

After five years of increasing prominence and influence from 2016, QCEA are seeking to recruit a director who will help us strengthen our advocacy and staff team in a changed European context. The Director will have a clear sense of how to effectively bring QCEA's vision of peace, justice and equality to Europe and its institutions, and how to do so in a way that builds bridges and understanding. Understanding how to build effective staff teams after a period of conflict will be essential to achieving QCEA's goals. The Director is the primary Quaker Representative to the EU, NATO, Council of Europe, OSCE, and a range of interfaith fora; we expect them to delegate much of the representation to subject-specialist colleagues. The Director is also the most senior staff member in the team of currently three staff, though we expect this to rise. The Director is responsible for the leadership of QCEA, the management of the team and the house, and where necessary for undertaking 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 that further the work programmes of QCEA. It is also the meeting house for the Quaker community in Brussels. The house has two rental apartments (one suitable for families, both on upper storeys accessible by stairs only), one of which may be rented by the Director if they so choose.

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 have included anti-slavery advocacy in the 18th and 19th centuries, refugee protection, conflict mediation, and practical peace work in conflicts. 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 Quaker 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 a member of the Executive Committee.

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 focusing 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.

We take an explicitly anti-oppressive approach to the work, and expect the Director to model that approach in what we do and how we do it. We use 'Quiet Diplomacy' and other methods to bring people together to have conversations that wouldn't otherwise happen.

QCEA's strategic plan can be found [here](#). We intend to review it imminently; the Director will be expected to contribute to that process.



About the role



Job Description

Job Title: Director, Quaker Council for European Affairs

Location: Quaker House, Brussels

Reporting To: QCEA Executive Committee

Responsible For

People: QCEA staff of up to 6 people

Resources: An annual budget currently between Euro 350K and 500K including responsibility for the management of Quaker House.

The Director will lead and be part of a small team based at Quaker House, Brussels. The Director will, in collaboration with other team members and other actors within the organisation, identify the best ways of promoting peace and human rights in Europe, and rebuild a sustainable staff team of up to 5 to 6 staff members which would include programme leads and operations. The new director will be key in creating and planning the new structure. They will be responsible for recruiting to and developing this new team, which currently comprises a Communications Officer, Peace Programme assistant, and an Office Manager.

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,
- Promote the whole organisation to be inclusive and promote diversity and an anti-oppressive approach to our work,
- Be an effective ambassador for QCEA with a wide range of stakeholders including European Institutions, Quaker agencies worldwide, Quakers across Europe, 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,
- Be 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. Developing Programme Work

- Relevant life and practical experience in international studies and development, nonprofit management, peace studies, human rights, environment or a related field.
- Support colleagues to develop programmes of work in line with the strategic plan and approved work plans,
- Maintain a sufficient understanding of major issues, developments and opportunities in Europe and European institutions to be able to help staff, Executive Committee and General Assembly in developing QCEA's priorities and opportunities for making positive change,
- Represent QCEA with appropriate NGOs and networking to facilitate joint advocacy opportunities.

3. Management

- Provide line management to the Communications Officer, the Office Manager, Programme Staff and ensure suitable line management for others,
- 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, as well as the development of staff skills, knowledge and responsibilities,

- Ensure QCEA identifies and builds strong strategic relationships with partners and donors,
- Manage Quaker House, being ultimately responsible for its continuing to function as a safe, welcoming Quaker space for all those who use it.

4. Communications and Outreach

- Engage with donors and Quaker support/fundraising groups,
- Communicate the work of QCEA to Quaker communities and in other forums,
- Ensure QCEA maintains and develops 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 with 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,
- Responsible for Health and Safety for safe running of the building and the entire operation of QCEA ensuring compliance with appropriate legislation.
- 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 with all aspects of the organisation's activities,
- Review regularly the fundraising requirements of QCEA, including coordinating fundraising initiatives by the team, and supporting the development of applications,
- Submit grant applications, secure timely funding, and report to donors in line with donor requirements,
- Work with the Office Manager, Communications staff, and IT volunteers to monitor and address issues of IT 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, and bringing quality issues to the attention of the Office Manager).

Other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Executive Committee in line with the changing needs of the service and meet operational demands for the successful delivery of service for QCEA



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:

- Demonstrable skills and experiences in leading a team in a multicultural and multilingual organisation,
- Demonstrable experience in revitalising small teams after difficult times and exceptional ability to get the best out of people,
- Understanding of and sympathy with the value of Quakers; committed to working within Quaker structures and practices,
- A demonstrable commitment to the values of peace, nonviolence, justice, and equality
- A strong track record in 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 and understanding of European Institutions
- Excellent spoken and written English; knowledge of French or Dutch desirable, while knowledge of other EU 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, including good knowledge of current discourses on diversity, race, gender, and privilege, as well as experience of and commitment to actively cultivating good practice regarding these issues in a team leadership role,
- Proven experience in financial and operational management.

What we offer

The successful applicant will lead a small, dynamic, and well-respected peace and human rights NGO.

As part of welcoming applications from candidates in different life situations, we welcome applicants stating the hours they wish to work: whatever you propose, you will need to explain how you will do the job in those hours.

Benefits: Gross salary of around EUR 51,500 per annum depending on qualifications and experience. QCEA also provides employer's contribution to social security, state pension, and work accident insurance, as well as lunch vouchers and a representative cost of 200 Euro monthly. Under Belgian law, the employee is responsible for registering to a mutuelle of his-her choice.

Contract duration: the first contract of one year, including a six-month probationary period. Following this, a contract of indefinite duration, provided funds are available and performance is satisfactory. The contract will provide a notice whose duration is defined by Belgian law and depends on the duration of the employment within QCEA.

Holidays: 25 days per annum, in addition to Belgium's public holidays. Timing of vacations is to be agreed upon in advance with the Director's line manager.

Working hours: QCEA follows the Belgian practice of a 38-hour work week. Office hours are normally 9am to 5pm with a half-hour lunch break. Some evening and weekend work is needed and, when agreed in advance, is compensated by time off in lieu.

Location: The post is based in Brussels, Belgium. Some international travel may be required.

Application Process

We hope that you've found this pack comprehensive and persuasive and that the information provided has enabled you to make an informed decision about your application. Before you apply, please ensure you have read the job description and person specification in detail. Pragma HR Solutions Ltd is acting as an advisor to QCEA on this appointment.

Candidates who wish to apply for this role should email their application to:
Sudeshna Chakraborty, HR Consultant at Sudeshna@pragmahrsolutions.com
The closing time and date for applications is **10:00 hours CET, 27 June 2022**

You should attach a letter explaining your motivation for applying, describing how you meet the requirements of the role, together with a comprehensive curriculum vitae (CV) and the name, position and contact details of three referees one should be your present employer. If references are not customarily used in your country, please let us know alternative ways to confirm your performance at your previous employment either through a letter from the employer, a leaving certificate confirming the same, or another way through which we might learn about your performance in previous roles. Please also indicate the nationality of your passport(s) and details of any work permit status for Brussels or the European Union. Please do not submit additional documents because they will not be forwarded to the selection committee.

Initial interviews are likely to be held virtually and expected to be held **on WC 1 August 2022**

Target start date: As soon as possible and latest by **October 2022**

If you have any queries about the application process or about the role, please contact Sudeshna by email at: Sudeshna@pragmahrsolutions.com

Selection Process

Shortlisted candidates will be invited to participate in an interview and selection process. The selection process will involve a range of activities and exercise one of which will involve the staff team. You will also be asked to make a presentation on a topic to be notified in advance.

Thank you for your interest in applying for this role and good luck with your application. We look forward to receiving your application.