



## **International Federation of Liberal Youth**

1, Whitehall Place, London SW1A 2HD, United Kingdom

Phone: +44 203 2396840 • Fax: +44 207 100 8159 • office@iflry.org

### **IFLRY Executive Director 2010**

IFLRY, the International Federation of Liberal Youth, is an international political umbrella organisation promoting cooperation among youth and student organisations to spread liberal values. The federation consist of over 90 member organisations from around the world.

The Bureau is currently seeking an Executive Director for our office in London, UK.

#### **TERMS OF CONTRACT**

The Executive Director is employed for 40 hours a week, although one will be expected to work weekends and evenings if the need arises (this can happen the days before General Assemblies, seminars or application deadlines for grants, etc.).

The salary will range from 21-23,000 GBP annually, depending on experience. The Executive Director is entitled to 25 days of holidays a year as well as English statutory holidays. The position is for a 1 year contract with the possibility to be renewed for up to 3-4 years.

#### **JOB DESCRIPTION**

The Secretariat's main role is to support the member organisations and Bureau Members in their international activities, act as a centre of communication and information and to arrange all the administration associated with an active international federation. The Bureau appoints the Executive Director to work in the Secretariat under the responsibility of the Bureau.

In principle, the Executive Director normally works by her- or himself in IFLRY's secretariat in London, but there are also times in which travelling around the world is required. As the office is placed in the headquarters of Liberal International, the worldwide umbrella organization for all liberal parties, this promises to be a great and inspiring working environment. Whenever possible, interns and volunteers are recruited to assist the Executive Director and Bureau Members with various aspects of the work. Currently, IFLRY is running a continuous internship programme, with an internship placement every 6 months.

#### **The MAIN RESPONSIBILITIES of the Executive Director are:**

- Organising IFLRY's activities (seminars, delegations, Executive Committee, General Assembly, Bureau Meetings) and especially the administrative and technical parts of those activities, partly in cooperation with the Bureau.
- Every day contacts with the member organisations, assisting them in their international activities and specifically their participation in IFLRY activities.
- Every day contacts with several international institutions and political platforms as well as other



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international youth organisations.

- All administrative work within IFLRY: keeping the accounts, preparing financial budgets and subsequent reports, arranging banking affairs, insurances, taxes and social security, etc.
- Handling incoming mail, e-mail, faxes and phone calls and distributing the incoming information to the Bureau and member organisations whenever appropriate.
- Preparing reports of completed projects for those organisations and governments that have funded the project.
- Maintaining IFLRY's archives and files.
- Fundraising: writing applications to existing sources of funding such as the European Union, the European Youth Foundation and Centre as well as finding new sources of funding in close cooperation with the Bureau.
- Lay-out and production of reports of seminars and other activities as well as other publications (which are usually prepared by Bureau members).
- Recruiting and managing interns.
- Assistance in maintaining IFLRY's website.

Occasionally, the Executive Director may be involved in external representation such as meetings of international youth structures or member organisations. Any candidate should be able to deal with flexible working hours.

### CRITERIA

There are several criteria, which the Bureau will use to choose among applicants. Please feel free to apply if you do not fulfil all criteria, as long as you fulfil many of them. As liberals, we believe in the possibility of individuals to learn and develop themselves.

The essential criteria for the position of Executive Director are:

- University Degree in Public or Business Administration, International Relations or equivalent in a related field
- 1-3 years experience in the field of project management, politics, or youth programmes
- Knowledge of at least one of IFLRY's official languages (English, Spanish and French). In practice, English is the language most often used in the daily work.
- Excellent written and spoken knowledge of English or French for grant applications and related affairs
- Proven experience with accounting, financial management and fundraising.
- An open and tolerant attitude towards different cultures and working methods.
- A sense of team spirit.
- A readiness to work occasionally long hours and weekends with minimal compensation.
- Ability to motivate yourself and work independently.
- Willingness to travel internationally.
- Stress resistance.

The following will be considered assets:



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- Knowledge of other languages and readiness and willingness to learn languages.
- Experience in international youth work and in liberal youth organisations (previous working experience in a youth organisation is good and highly valuable experience for this position).
- Experience with PC computers, Word, Excel, PowerPoint, Access, basic html and the internet tools.
- An innovative mind to come up with new ideas to improve the federation.

*Although the applicant does not necessarily have to be an activist in a liberal youth organisation, adherence to liberal values and ideas is the minimum requirement.*

*IFLRY is an equal opportunities employer. All applications will be considered equally without taking into account the applicants' race, religion, sex, sexual orientation or nationality. Only the above criteria will be used when comparing the written applications.*

### APPLICATION:

Please send a cover letter stating your intentions and your CV to [recruitment@iflry.org](mailto:recruitment@iflry.org) by **Jan 14, 2009**. Due to the high number of applications we usually receive, only candidates short-listed for interviews will be contacted.

To apply for this position you must send a CV and a letter of application. Please reference ***ED call 12/2009***.

*Job Center Plus Reference: IWM\60283*