

CALL FOR APPLICATIONS: EXECUTIVE DIRECTOR OF THE EUROPEAN YOUTH PARLIAMENT (EYP)

The Schwarzkopf Foundation, based in Berlin, is looking for a parental leave replacement for the position of the Executive Director of the European Youth Parliament.

The European Youth Parliament (EYP) is a pan-European peer-to-peer educational youth-led network that empowers young people from across Europe to be open-minded, tolerant and active citizens. It provides young people with a holistic ecosystem for non-formal learning and personal development. EYP participants and volunteers get equipped with the knowledge and the skills needed to positively shape the world around them, and with the attitudes needed to build intercultural understanding and friendships across borders. As a network of independent associations, the EYP is present in 40 European countries and organises more than 500 events every year, involving a total of around 30,000 participants. Thousands of young people are actively involved as volunteers all over Europe, making the EYP a genuinely youth-driven programme – run by young people, for young people.

The Schwarzkopf Foundation Young Europe acts as the international umbrella organisation for the European Youth Parliament (EYP) programme. The Schwarzkopf Foundation's vision is a Europe of openness, solidarity and democracy and an inclusive, open-minded, pluralistic European civil society shaped by young people. In order to pursue this vision, the Foundation advises, qualifies and supports young Europeans through events, workshops, awards, training opportunities, travel grants as well as dialogue and educational platforms, e.g., in the youth-led networks European Youth Parliament, Understanding Europe, Young Ambassadors against Antisemitism and Young Islam Conference. The EYP is the biggest programme line at the Schwarzkopf Foundation, with a current team size of 10 employees, including three long-term volunteers. The work of the EYP team is led by the Executive Director, who simultaneously acts as the EYP programme lead inside Schwarzkopf Foundation. We are looking for a parental leave replacement on full-time basis (between 32 - 40 hours/week) for a duration of one year, the envisioned date of entry being in April 2022.

The main responsibilities of the position include:

- Team management and leadership
 - Leading the EYP team and overseeing tasks and responsibilities;
 - Managing and ensuring the quality of the output of the EYP team;
 - Providing support and coaching to the EYP team;
 - Contributing to the overall development of the Schwarzkopf Foundation and synergies between the programme lines as a member of the Foundation's Management Team
- Fundraising, partnership management and external representation
 - Fundraising for EYP activities and for the annual EYP budget;
 - Overseeing the annual EYP budget, including planning, controlling, and accounting; as well as financial reporting to the EYP's International Board and other bodies;
 - Ensuring the visibility of the EYP and representing the network externally;

- Grant applications and grant reporting;
- Managing existing partnerships and developing new partnership proposals;
- EYP Governance
 - Board management: working with and being the daily contact for the Governing Body (international board) and the Board of National Committees
 - Conducting activities in accordance with EYP's policies and guidelines.

In return, we require the following skills and competences from you:

- Relevant multiannual working experience, preferably in the NGO sector and in working in volunteer organisations and/or with non-formal civic education of youth;
- Excellent English skills (spoken and written);
- University degree (M.A. or equivalent) in a relevant field;
- Proven capacity to secure external funding for NGO activities and establish partnerships with external stakeholders; ability to represent the EYP at an international level;
- Previous experience with leading and managing international teams; ability to provide pro-active leadership in implementing EYP's strategic aims;
- Strong motivation to contribute to the sustainable strategic development of our organisation.

What we offer

- An evolving organisation that continuously addresses diversity and sustainability, in a dynamic and international working environment at the heart of Berlin
- BPoC room for staff affected by racism and reflection area for staff not affected by racism.
- Free working culture with committed colleagues who support each other.
- Opportunities for mobile-flexible working and for further training and supervision
- Regular (digital) Team Events
- 30 days of holiday per calendar year with a 5-day week
- Salary according to the internal tariff

We value diversity and therefore welcome all applications, regardless of gender, nationality, origin, religious affiliation, disability, age, sexual orientation and identity. We offer mobile working possibilities for all employees. Our offices and entrances are currently not completely barrier-free. We would be happy to discuss with you what we can do to remove any remaining barriers.

Interested? - Apply until 8 February 2022!

Please submit your application in English online, through: <https://sf-applications.survey.fm/call-for-applications-executive-director-eyp>

In the online application form, please attach your cover letter, CV, any references you want to share, as well as your soonest availability. For questions, please contact Anya Suprunenko, Executive Director of the European Youth Parliament, through info@eyp.org. Digital or in person interviews will be organised preferably in the



week of February 14th-18th. The envisaged date of entry is April 18th 2022, until 30th May 2023. Please note that we cannot reimburse you for costs related to the application process. We look forward to receiving your application!