



Call for applications: HR assistant of European Youth Parliament

2022

Do you wish to contribute to the running of the European Youth Parliament on the international level? Are you interested in supporting our International Sessions and the personal development of our volunteers? Do you want to earn some extra money in doing so?

The European Youth Parliament (EYP) is one of the largest European platforms for political debate, intercultural encounters, political educational work and the exchange of ideas among young people in Europe (see www.eyp.org). The EYP consists of a **network of 40 European associations and organisations** in which thousands of young people are active in a voluntary capacity. With its international, national and regional events it reaches out to over **30 000 young people** all over Europe every year.

The International Office of the European Youth Parliament is offering a part-time position as a Human Resources Assistant (HR Assistant) starting in May 2022. You will mostly be **working independently from home** for on average of 20-25h/month, carrying out tasks on behalf of the International Office of the EYP. You will be working closely together with and report to the Project Manager responsible for International Sessions of the EYP. The international office of the EYP is a part of the Berlin-based Schwarzkopf Foundation, as the international umbrella organisation of the EYP.

The EYP hosts three International Sessions in different European destinations on an annual basis. The International Sessions are the flagship events of the network and gather 300 participants from all over Europe, for ten days. The young participants exchange ideas and visions of Europe's future by discussing current issues in European politics, but they also get to know each other's cultures and backgrounds and develop various skills. The International Sessions are always hosted by one EYP National Committee and have a team of local volunteers working on the project.

Main tasks of the HR assistant include:

- Managing applications and the selection process for International Sessions of the EYP by:
 - **drafting and managing timelines** for calls for International Sessions; drafting calls for officials for International Sessions; and publishing and promoting them within the EYP network
 - **managing participant applications** for International Sessions on the EYP Member Platform
 - **coordinating the selection** processes and acting as a point of contact for applicants, the event organisers, team leaders and selection panel members
 - providing necessary **documentation** to selection panels and facilitating their work
 - organising selection panel meetings and acting as the **silent member** on the selection panel



- drafting **selection reports** and publishing them
- Assisting with the submission of personal **evaluations** on the EYP Member Platform
- Responding to **requests for information** from EYP volunteers in the above-mentioned areas
- Other tasks depending on your interests and in agreement with the Project Manager for International Sessions, including e.g. analysis of the EYP HR field and practices, creating guidelines, etc.

Applicants should ideally have the following qualifications:

We are looking for a candidate who is available to start in May, and who can commit to the position for at least one year. We are especially interested in receiving applications from EYP volunteers who have experience within the EYP network.

- Good knowledge of English in speaking and writing
- Experience in office work (from other internships, administrative work, etc.) is an advantage
- Experience in working with team members in other countries; and ability to work independently
- Experience with the EYP and our International Sessions is very much hoped for
- It would be a welcome plus for the applicant to have technical or IT background and skills for the work with the EYP Member Platform

Please note that the HR Assistant will need to complete and sign a confidentiality agreement regarding the personal data he/she is handling.

Please note that for the time of the engagement, participation in any IS-related role will be ruled out, in order to avoid conflicts of interest. There will also have to be a special arrangement for applications to any other EYP Sessions for the HR Assistant, in order to maintain a fair and transparent process.

What we offer

The work for the HR Assistant is somewhat irregular and working hours depend on the tasks. You will be working flexible hours, both on workdays and weekends if necessary. You would need to set aside approximately 20-25 hours a month, with some variations depending on the time of the selections for the ISs and depending on the amount of work. The position will suit applicants who would like to gain additional experience in working for EYP as well as managing HR processes for NGOs.

Furthermore, you will have the opportunity to contribute to improving efficiency and approach to IS selections and contribute with insight into further development of the policy, to the extent you are interested, by working with the GB member holding the International Sessions portfolio.

We count on the interest of the applicant to work as a volunteer for EYP but do offer a monthly financial compensation of 250 EUR.

We look forward to receiving applications from people of all nationalities, religions, genders, sexual identities, different ages and people with disabilities.



Interested? Then apply until April 3rd

Please submit your application in English online, through: <https://sf-applications.survey.fm/call-for-applications-eyp-hr-officer-2022>

In the online application form, please attach your CV, a letter of motivation of max. one page.

For questions, please contact Ilija Jerković at the International Office of the EYP, as the Project Manager responsible for International Sessions of the EYP, through i.jerkovic@eyp.org.

