



**IFM • SEI**  
international falcon movement  
socialist educational international

IFM-SEI  
Rue Joseph II 120, 1000 Brussels, Belgium  
[www.ifm-sei.org](http://www.ifm-sei.org)

## Call for IFM-SEI Project and Communications Coordinator

**Location:** Brussels, Belgium

**Contract:** two-year fixed-term (commencing March 2019)

**Deadline to apply:** Sunday 27 January 2019, 23:59 (CET)

**Interview date:** Wednesday 6 February 2019, Brussels

The International Falcon Movement - Socialist Educational International (IFM-SEI) is looking for an enthusiastic and experienced person to join the IFM-SEI team to join our secretariat for a fixed-term of two years. As the Project and Communications Coordinator of IFM-SEI you will undertake project management primarily focusing on a project on transatlantic dialogue and building capacities in youth work between young people in Europe and Canada, in partnership with Oxfam Canada. The thematic focuses of the project are on gender equality, climate change and combatting violent extremism. You will also be responsible for managing the communications of IFM-SEI, including the delivery of the IFM-SEI Communications Strategy, and may be responsible for other smaller projects.

IFM-SEI is an educational movement working to empower children and young people to take an active role in society and fight for their rights. We are an umbrella organisation for child and youth-led movements all over the world, educating on the basis of our socialist values of solidarity, equality, democracy, peace, cooperation and anti-capitalism. For more detailed information see [www.ifm-sei.org](http://www.ifm-sei.org).

### Responsibilities

- Manage the day-to-day planning, implementation and evaluation of the primary project towards set project objectives, including coordinating and managing project partners, supporting localised capacity building activities and campaigns, and delivering transatlantic training courses
- Develop intermediate and final narrative and financial reports for the primary project, including delivering consultations and evaluations
- Coordinate logistical arrangements of events and undertake administrative tasks for multiple projects
- Oversee project budgets and perform basic bookkeeping tasks
- Manage volunteers in member and partner organisations and assist them in the delivery of projects
- Maintain regular communication with member organisations and volunteers
- Provide regular updates to the Secretary General and the Presidium of IFM-SEI



- Contribute to the daily running of the secretariat, such as answering emails and coordinating travel bookings
- Manage the IFM-SEI website and communications channels, including social media channels and e-newsletters
- Coordinate the delivery of the IFM-SEI Communication Strategy in partnership with other members of the IFM-SEI Secretariat and IFM-SEI Presidium to coordinate

### **Essential criteria**

- Demonstrated commitment to the aims and principles of IFM-SEI
- Experience of managing complex international projects
- Understanding of non-formal education principles and methodologies
- Demonstrate the ability to work on your own initiative and independently
- Experience of report writing for institutions and statutory bodies
- Experience of budget management and financial reporting
- Fluency in spoken and written English
- Demonstrate strong IT and communication skills
- Extensive experience of using Content Management Systems and WordPress, and social media management
- Ability to work as part of an international team
- Enthusiasm, energy and flexibility

### **Desirable criteria**

- Working knowledge of IFM-SEI
- Experience of running educational activities (training and facilitation)
- Knowledge of French and/or Spanish
- Educated to degree level
- Experience of managing European Commission projects
- Knowledge and experience of international youth organisations

### **Working conditions**

The contract is 22.5 hours per week (three working days) and will be based in the IFM-SEI office in Brussels, Belgium. Some weekend and evening work will be required and days off will be offered as compensation - no financial compensation will be offered for extra hours worked.



### Financial conditions

- Fixed-term contract for 24 months, starting 4 March 2019 (immediate start available)
- 1260€ gross monthly salary part-time (full-time equivalent 2100€ per month)
- Meal vouchers (approximately 70€ per month)

### Application procedure

Please send your attached application form (no CV or motivation letter) by email to Carly Walker-Dawson, IFM-SEI Secretary General, at [carly@ifm-sei.org](mailto:carly@ifm-sei.org). **Deadline to apply - Sunday 27 January 2019, 23:59 (CET).**

Please note: applicants must already have the right to work in Belgium. Applicants will be shortlisted according to how well they meet the essential and desirable criteria in relation to the role responsibilities.

Interviews will be held on Wednesday 6 February 2019 in Brussels. Unfortunately we cannot subsidise travel costs to attend the interview.

If you have any questions, contact Carly Walker-Dawson at [carly@ifm-sei.org](mailto:carly@ifm-sei.org) or +32 221 57 927.