



**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)

## IFM-SEI Operations Manager job description

**Location:** Brussels, Belgium  
**Contract:** fixed-term (1 year)  
**New position**

### Overall role

The Operations Manager of IFM-SEI leads the secretariat of IFM-SEI and is responsible for the organisational development of the organisation. The role of Operations Manager is a full-time position. The Operations Manager is employed by IFM-SEI under Belgian law. They are the legal representative of the movement.

### Responsibilities:

- Representation of IFM-SEI in all legal matters as the legal representative
- Major decision-making on finances, staff and legal matters
- The preparation of statutory meetings
- Management of the IFM-SEI secretariat, staff and long-term volunteers
- Responsibility for the financial management of IFM-SEI, including drafting and monitoring annual and project budgets
- Responsibility for fundraising in IFM-SEI including multi-annual operational grants and the development of regional and global projects
- Organisation of IFM-SEI seminars, projects and statutory meetings: logistical arrangements and the development of the educational and political programme
- Liaising between the IFM-SEI elected bodies and the staff
- Coordination and support of IFM-SEI volunteers and trainers
- Establishment and maintenance of good contacts with IFM-SEI member organisations
- Establishment and maintenance of good contacts with the socialist family, children's rights networks, youth networks and international intergovernmental organisations
- Leadership of IFM-SEI's advocacy work
- Preparation of Presidium meetings, Control Commission meeting, International Committee meetings and Congress
- Responsibility for minute-taking of statutory meetings in coordination with secretariat staff
- Drafting of work plans of IFM-SEI for approval by statutory bodies
- Responsibility for ensuring all Congress and International Committee resolutions are acted upon in a timely and appropriate manner



- Maintenance of the IFM-SEI website, newsletter, email groups, regional communication structures and social media channels
- Active contribution to the preparation of IFM-SEI camps, in cooperation with the hosting organisation

### **Desirable requirements:**

- Demonstrated commitment to the aims and principles of IFM-SEI
- Understanding of legal and HR processes
- Proven financial management skills including budgeting, financial reporting and bookkeeping
- Extensive fundraising experience: experience of the main European youth funding bodies (Erasmus+ and the European Youth Foundation) is essential
- Proven coordination skills in an international environment
- Experience leading the strategic management of a national or international organisation
- Comprehensive project management experience on an international level
- Excellent writing skills that can be adapted to different audiences
- Experience and knowledge of international institutions
- Good networking, negotiation and advocacy skills
- Understanding of non-formal education principles and methodologies as well as several years' practical experience
- Experience in line management of staff and coordinating volunteer teams and working groups
- Demonstrate strong IT and communication skills
- Experience of using Content Management Systems and WordPress
- Experience of creating communications and social media content
- Knowledge and experience of international youth organisations
- Ability to work as part of an international team
- Enthusiasm, energy and flexibility
- Fluency in English is essential
- Knowledge of Spanish and/or French
- Educated to degree level
- Knowledge and experience of children's rights and children's rights advocacy platforms
- Knowledge and experience of United Nations structures, including the Major Group on Children and Youth and the International Coordination Meeting of Youth Organisations
- Graphic design skills

### **Working conditions**



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The contract is 37.5 hours per week (five 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.



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### **Financial conditions**

- Fixed term contract at 37.5 hours per week
- 3.900€ gross monthly salary
- Meal vouchers
- Full insurance and hospitalisation cover
- Other costs reimbursed according to IFM-SEI's guidelines