



INTERNATIONAL FEDERATION  
OF LIBERAL YOUTH

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## **IFLRY Executive Director**

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 70 member organisations from around the world. The Bureau is currently in the process of reallocating the office from London, UK to Berlin, Germany and in line with that, we are looking for a new Executive Director to be based in our newly established office in Berlin, Germany.

## **TERMS OF ENGAGEMENT**

The Executive Director is employed for 40 hours a week, and will also be expected to work weekends and evenings if the need arises (this may occur before statutory events, seminars or application deadlines for grants). In addition, the Executive Director will be expected to travel on a regular basis. The salary will range from 23,600—26,600EUR NET annually, depending on experience and qualifications. The Executive Director is entitled to 25 days of holidays a year as well as statutory holidays in Germany. The position is for a 1 year contract with the possibility of renewal for up to 4 years.

## **JOB DESCRIPTION**

The Executive Director is the head of the office and staff. The main role of the office is to support the member organisations and Bureau Members in their 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 office as head of staff—under the supervision of the Bureau. In principle, the Executive Director would normally work in IFLRY's office in Berlin, but there are also times in which travelling around the world is required. Whenever possible, coordinators, interns and assistants are recruited to assist the Executive Director and Bureau Members with various aspects of the work.



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MAIN RESPONSIBILITIES of the Executive Director are:

- Organising IFLRY's activities (seminars, delegations, statutory events, Bureau Meetings) and especially the administrative and technical parts of those activities, partly in cooperation with the Bureau
- Everyday contacts with the member organisations, assisting them in their international activities and specifically their participation in IFLRY
- Everyday contacts with several international institutions and political platforms as well as other international youth organisations.
- Managing all administrative work within IFLRY: keeping accounts, preparing financial budgets and subsequent reports, arranging banking affairs, insurance, 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, Council of Europe, 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 assistants and interns as required
- Maintaining IFLRY's website
- Any other tasks assigned by the Bureau that may be required

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



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## CRITERIA

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

The essential criteria for the position of Executive Director are:

- University Degree in Public or Business Administration, Political Science, International Relations or equivalent in a related field;
- A minimum of 2-3 years experience in the field of project management, event management, politics, or youth work;
- Excellent written and spoken knowledge of English for grant applications and related affairs;
- Knowledge of at least one of IFLRY's other official languages (Spanish and French) is desirable but not mandatory.
- Proven experience with accounting, financial management and fundraising;
- An open and tolerant attitude towards different cultures and working methods;
- A good sense of team spirit;
- The readiness to work occasionally long hours and weekends outside of normal working hours;
- Ability to work independently without extensive supervision;
- Willingness to travel internationally
- Stress resilience and flexibility in adjusting to new circumstances;

The following will be considered assets:

- Knowledge of other languages and willingness to learn languages;
- Experience in international youth work and in liberal youth organisations (previous working experience in a youth organisation and politics is highly valuable experience for this position);
- Experience with Word, Excel, PowerPoint, Access, Wordpress, Mailchimp and accounting programs;



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- Experience with IT, like CMS-Website Management, Photoshop and Desktop-Publishing Experience related to the management of grants, particularly with the Council of Europe or European Commission;
- Creative and innovative thinking;
- 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.

The Executive Director will be required to live and work in Berlin. IFLRY is an equal opportunities employer. All applications will be considered equally without taking into account the applicant's race, religion, sex, sexual orientation or nationality. Only the above criteria will be used when comparing written applications. We encourage non-EU citizens to apply but want to point out that we cannot sponsor applications for work-permits in the EU.

APPLICATION: Please submit a CV, Motivation Letter, and at least two (2) letters of reference by e-mail only to [office@iflry.org](mailto:office@iflry.org) by 20 May 2018 with "ED 2018" in the subject line.