



JESUIT EUROPEAN SOCIAL CENTRE

Vision and values for Europe

EMPLOYMENT OPPORTUNITY POLITICAL AND LEADERSHIP FORMATION PROGRAMME MANAGER

THE INSTITUTION

Our mission is to reflect on the life, policies and practice of the European Union. We seek engagement which authentically expresses Christian faith, remains close to the poor and marginalised, analyses the social reality with competence, and advocates for justice in European political structures. As a work of the Jesuit Conference of European Provincials, JESC expresses the commitment of the Society of Jesus to a Europe where human rights, freedom and solidarity are the foundation of integration.

THE POSITION

PURPOSE: To coordinate and manage the JESC projects of

- Forming political and other leaders, able to build on Christian teaching with the skills and knowledge to manage successfully in an uncertain world;
- Enabling the Jesuits as effective brokers in promoting faith and justice in Europe.

JESC OFFERS

- Experience of political work in the heart of the European policy world;
- Quality employment and fair compensation with professional development in research and education, benefiting from the collaboration among Jesuit social and university sectors.

KEY RESPONSIBILITIES

- **Political and leadership formation**
 - Explore, discern and initiate comprehensive program proposals to train political and civil society leaders, particularly through Young European Leaders (YEL);
 - Develop and implement academic and non-academic courses and workshops;
 - Measure the effectiveness of training initiatives, anticipate future training needs, and make suggestions to continually improve;
 - Seeking funds, locating them, and reporting to investors for sustainability.
- **Networking and collaboration**
 - Survey and analysis of Jesuit social activities in Europe and Near East;
 - Collaboration with Jesuit activities and networks in Brussels, with their partners.
- **General responsibilities**
 - Representing JESC at various EU levels (meetings with decisions makers, meeting monitoring, and interventions);
 - Organization of meetings and trips for different JESC units' committees;
 - Other responsibilities arising from the needs of the job.

SKILLS AND ATTRIBUTES FOR SUCCESS

- Vocational qualifications
 - Ability to spiritually discern, collaborate and network;
 - Passion for politics, public policy, the Church and “our common Home”;
- Professional qualifications
 - Strong management skills (including time, event and risk management, problem solving, effective communication, negotiation, marketing and leadership);
 - Strong Microsoft Office skills (particularly Word, Excel and PowerPoint);
 - Familiarity in the administration of higher education and in research.
- Personal qualifications
 - Ability to adapt style to operate successfully, while used to working under pressure/against tight deadlines;
 - Ability to think strategically to identify, present and execute new ideas;
 - Ability to work proactively, tenaciously and autonomously, taking on new projects and developing new skills in a fast-pace environment;
 - Someone with a solid knowledge of, and empathy with, Catholic social teaching and Jesuit mission and works, experienced in working for religious charity;
 - Someone committed to the European ideal, having a good network of relations.
- Other qualifications
 - Fluency in English and (willingness to learn) French: ability to communicate orally and in writing; ability to interpret and apply policy; ability to analyse data;
 - Education: Master's degree in humanities and social or economic sciences, preferably in international business, organizational leadership and education.

EMPLOYMENT

- General
 - Office hours to be determined on individual basis;
 - The job is based in central Brussels;
 - International travel is required on an occasional basis;
 - Reporting directly to the Director of JESC.
- Contract full time (38hrs/week)
 - Two years; possibility of extension;
 - Salary of apx: €1,850/month (net), with Christmas bonus and travelling expenses.
- Expected start date: March 2018.
- Application
 - Should include: Letter of Intent (explaining your competency for this position in about 500 words); Curriculum Vitae; List of two references (one personal and one work-related); Transcripts (unofficial with official required at hire);
 - Should be sent to apply@jesc.eu by 7 February 2018 at 7pm;
 - Only candidates with a right to work in EEA countries will be considered;
 - Only candidates selected for interviews to be contacted; Interviews on Febr. 15-16.