

JESUIT EUROPEAN SOCIAL CENTRE

EUROPEAN LEADERSHIP PROGRAMME JUNIOR OFFICER Role and Job Description

14.12.2023

The [Jesuit European Social Center](#) (JESC) in Brussels is looking for a new team member for its LEADERSHIP secretariat to fulfill the role of *ELP Junior Officer*, who will assist in the coordination of the project [European Leadership Programme](#).

About JESC

Our core mission at JESC is to reflect on the life, policies and practice of the European Union (EU). We seek an engagement which authentically expresses Christian faith, remains close to the poor and marginalised, analyses social reality with competence, and advocates for justice in European political structures. JESC collaborates with many other partner institutions and networks, namely within the Brussels EU ecosystem and in the European and worldwide Jesuit socio-environmental network.

About ELP

The European Leadership Programme (ELP) is an English-run post-graduate residential programme where the Fellows receive leadership training and support in their vocation discernment during their time in Brussels. Participants live in a shared community in Brussels and apart from their daily traineeship or work, they help in marginalized communities, receive spiritual coaching and professional mentoring, and get in close contact with senior actors in the Brussels EU ecosystem.

Tasks - the ELP Junior Officer assists in:

- Coordinating the planning, implementation, monitoring and reporting of the European Leadership Programme.
- Ensuring the success of the ELP Programme and controlling its resources, sustainability and development.
- Maintaining relationships with other JESC Secretariats and Jesuit networks.
- Reporting about the ELP programme in the team meetings.
- Coordinating the ELP events and activities, evaluates the sessions.
- Conducting research on how to improve the programme.
- Supporting the budget preparation.
- Representing ELP in meetings for partnerships and development.
- Being the main point of contact of the Fellows and staying in touch with them on a daily basis.
- Managing relations with the stakeholders and guest's speakers.
- Recruiting the Fellows and coordinating the recruitment campaign together with the communications officer.
- Working together with the communications officer to promote ELP and to develop marketing materials.
- Managing the houses and coordinating the house maintenance works.

Candidate profile:

- Young professional, ideally between the ages of 25-30
- EU citizen or in possession of a Schengen visa
- (At least) Bachelor degree
- Proficiency in English, knowledge in French is an advantage
- Interest to learn new set ups and to work with young peers
- Ability to work in a team, agile problem-solving and organizational skills
- Availability to work one evening per week and one weekend per month
- Customer experience is an advantage

Employment details:

- **Contract type:** CDD - 38h/week contract for one year, with the possibility of extension
- **Start date:** Ideally from 1st of February 2024
- **Compensation:** 2000 €/month gross
- **Complement:** Insurance, public transport, training possibilities within and outside the organization
- **Reporting to:** ELP Manager and ELP Officer
- **Context:** working in close collaboration with the entire JESC team and lines of work
- **Applications:** Please send your CV and motivation letter to apply@jesc.eu.
- **Deadline to apply:** 2024 January 20th.