



YOUNG PROFESSIONALS IN FOREIGN POLICY

Job Title: Deputy Director of Security and Defence Programme

Position Description: The Security and Defence Deputy Director is expected to assist the director in leading the Sec&Def team, maintaining strong relations with all officers, as well as members of other teams and the Board. The Deputy Director must maintain a strong command of foreign policy related topics, specifically in the realm of security and defence. The Deputy Director should be able to translate this knowledge into productive outcomes, through events and initiatives, for the Sec&Def team.

Roles and Responsibilities:

- Maintain strong relations and communication with the director and officers of the Sec&Def team
- Strengthen teamwork and sense of community among the Sec&Def officers
- Together with Director, oversee all YFPF Brussels Sec&Def events and developments
- Must be present and willing to lead monthly team meetings
- Contribute to the creation of team goals and strategies
- Presence strongly encouraged at monthly YFPF Brussels Board of Directors meetings
- Liaise, along with the director, with external partners
- Engage in grant writing and reporting (i.e. NATO Grant)
- Assist the Director with recruitment and hiring new officers

Eligibility Requirements:

- Member or former member of YFPF Brussels staff
- Desire to lead and manage a team
- Strong command of current affairs related to security and defence
- Self-motivated, organized and efficient
- Creative and willing to take on new initiatives
- Social and someone who values working as a team
- Required to respond to emails and messages on WhatsApp daily
- Excellent written and spoken English skills
- Lives in Brussels, Belgium

This position requires a commitment of up to 15 hours per week and successful candidates should be able to make at least a one-year commitment to the role.

As part of the application procedure, please send an email to matteo.tomasina@ypfp.org with an outline of your ideas for the Security and Defence team, including your priorities for the team and how you think you will best work with the director to implement your ideas. Please also include an updated copy of your CV and a short motivation letter, not to exceed one page.

Deadline for Application: 6 March, 2023 23:59 CEST.