About YPFP:

Young Professionals in Foreign Policy (YPFP) fosters the next generation of foreign policy leaders by providing its members with the knowledge, skills, exposure, and relationships to tackle critical global challenges over the course of their careers. YPFP Brussels is a dynamic, nonpartisan, nonprofit organisation, part of a network with more than 20,000 selected members around the world who work in all fields of international affairs.

Job Title: Director, Programmes

Position Description: The Programmes Director is required to lead the Programmes activities and the Programmes team, working proactively with the Managing Director, the rest of the YPFP Brussels Board of Directors, other YPFP branches, and external contacts.

The Director is expected to have an excellent understanding of foreign policy developments, YPFP structures and processes as well as internal dynamics, and should be comfortable presenting branch activities and plans to a range of different audiences.

Roles and Responsibilities:

- Manage overall responsibility for Programmes team output;
- Manage Programmes team volunteer staff members;
- Oversee all YPFP Brussels Programmes events and developments;
- Create a comprehensive strategy for Programmes include all ongoing work streams and initiatives, including the Ambassador Series, Tools of the Trade, UN Series, the US Mission to the EU grant as well as indicating future planning;
- Liaise with other teams to ensure YPFP Brussels cross-team cooperation remains open and constructive;
- Liaise with Washington, DC, and other branches on intra-branch projects, as required;
- Communicate innovative projects and consult regularly with the Managing Director;
- Work with the YPFP Brussels Board of Directors on branch-level decision-making;
- Attend Board and all-staff meetings and communicate Programmes team activities actively;
- Lead all Programmes team meetings with the support of the Deputy Director;
- Look for new initiatives and present them to the YPFP Brussels Board; and,
- Conduct team inductions.

Eligibility and Requirements:

- Clear understanding of team management;
- Expertise in foreign policy;
- Be self-motivated, well organised and able to work efficiently and autonomously, as part of a small team;
- Required to commit to twelve months or more as a staff volunteer;
- Required to respond to emails daily [as soon as possible];
- Excellent written and spoken English skills; and,
- Live in Brussels, Belgium
This position requires a time commitment of 10 - 15 hours per week, and successful candidates will be able to make at least a one year commitment to the role.

Your application should include a Programmes strategy indicating the priorities for the following year and how you would seek to engage officers and develop longer-term cohesion, along with an updated resumé and a motivation letter (not more than a page).

To apply, please send your application to Marija Sulce: marija.sulce@ypfp.org

**Deadline for applications:** Wednesday, 5 October 2023, 23:59.