



# YOUNG PROFESSIONALS IN FOREIGN POLICY

## About YFPF:

Young Professionals in Foreign Policy (YFPF) 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. YFPF 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 YFPF Brussels Board of Directors, other YFPF branches, and external contacts.

The Director is expected to have an excellent understanding of foreign policy developments, some experience of managing projects and working in small teams, and should be comfortable representing their team in front of YFPF leadership and externally as required.

## Roles and Responsibilities:

- Manage overall responsibility for Programmes team output;
- Manage Programmes team volunteer staff members, including recruitment and oversight;
- Oversee all YFPF Brussels Programmes events and developments;
- Create and implement a comprehensive strategy for Programmes including all ongoing work streams and initiatives: the Ambassador Series, Tools of the Trade, UN Series, the US Mission to the EU grant;
- Liaise with other teams to ensure YFPF 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 YFPF Brussels Board of Directors on branch-level decision-making;
- Attend Board and all-staff meetings and communicate Programmes team activities proactively;
- Lead all Programmes team meetings with the support of the Deputy Director;
- Look for new initiatives and present them to the YFPF 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,



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- 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. **This is an unpaid voluntary position.**

Your application should include an updated resumé and a motivation letter (not more than a page) outlining why you are interested in this position and how you meet the job requirements.

To apply, please send your application to Marija Sulce: [marija.sulce@ypfp.org](mailto:marija.sulce@ypfp.org)

**Deadline for applications:** Wednesday, 16 February 2024, 23:59.