



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, Security & Defence

Position Description: The Security & Defence Director is required to lead the security and defence related activities and the team, working proactively with the Managing Directors, the rest of the YFPF Brussels Board of Directors, other YFPF branches, and external contacts. The Security & Defence Director will be responsible for overseeing the delivery of several events per year, including panel discussions, workshops and networking events, both independently and in collaboration with partners from international organizations, industry and NGOs.

The Director is expected to have an excellent understanding of foreign policy developments in the realm of security and defence, experience in event organizations, the ability to lead a diverse team of about five volunteers and to represent YFPF in front of external partners and organizations. In return, the Director will get a unique opportunity to develop their leadership and management skills, and direct exposure to stakeholders in the security and defence sector across different organizations.

Roles and Responsibilities:

- Assume overall responsibility for the volunteering team output
- Oversee all YFPF Brussels Security & Defence events and developments
- Create a comprehensive plan of activities for the Security & Defence team every year
- Lead all Security & Defence team meetings
- Liaise with other teams to ensure YFPF Brussels' cross-team cooperation remains open and constructive
- Work with the YFPF Brussels Board of Directors on branch-level decision-making
- Identify innovative projects and consult regularly with the Managing Directors
- In coordination with the Managing Directors, represent YFPF Brussels when cooperating with partner organizations
- Liaise with Washington, DC, and other branches on intra-branch projects as required

Eligibility and Requirements:

- Clear understanding of team management
- Experience in event planning and event management
- Expertise in foreign policy, especially on security and defense topics
- Be self-motivated, well organised and able to work efficiently and autonomously
- Required to commit to twelve months or more as a staff volunteer
- Required to respond to e-mails daily [as soon as possible]



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- Excellent written and spoken English skills
- Live in Brussels, Belgium

This position requires a time commitment of 10 - 20 hours per week, and successful candidates should be able to make at least a one year commitment to the role. **This is an unpaid, volunteering position.**

Your application should include an updated resumé and a motivation letter (not more than a page).

To apply, please send your application to Marija Sulce at marija.sulce@ypfp.org and Matteo Tomasina at matteo.tomasina@ypfp.org.

Deadline for applications: Friday, January 19th, 2024 at 23:59.