

Job vacancy Secretary General

International Young Naturefriends (IYNF) is seeking candidates for the position of **Secretary General** for the Secretariat in Prague.

IYNF (www.iynf.org) is an international youth umbrella organisation that gathers 16 member organisations that are further structured in local, regional and national groups and associate together about 130 000 young people. With our work we inspire and connect young Naturefriends in Europe; our main field of activity is experiential education (in outdoor and amateur art methodology) with the values of respect, solidarity and sustainability.

We are a progressive organisation that lives its ideals in everyday life and gathers a group of motivated people keen on constant development. We aim to be a great learning, values-based and mission-driven organisation. We are looking for an inspiring and responsible leader for our international team of volunteers and staff.

The Secretary General is an appointed member of the Presidium working full-time in the international office. In Prague, The Secretary General will lead the Secretariat have the key responsibility over the implementation of the workplan through support for projects and have a responsibility for the financial and HR agenda of the organisation. The Secretariat has currently two full-time staff members, one part-time staff member and two long-term EVS volunteers and there are about 30 volunteers active at the international level. The organisation is managed in a concept of Policy Governance.

Requirements for the position

- EU working permission
- Fluent in English, working knowledge of German is an advantage
- At least three years of fulltime working experience, in a training and management or coordination position.
- experience and expertise in at last one of the fields of IYNF activity: youth work, interculturality, non-formal-education or experiential education
- Compliance with the main values of IYNF
- Ability and willingness to work flexible hours, travel for meetings abroad and work on weekends when required
- Readiness to commit for a 3-year period
- Availability to start the position on 1st of September 2011
- Willingness to work and live in Prague

Conditions proposed

- Monthly salary during trial period of 3 months 28.000 CZK (1142 EUR netto), after that salary increase can be discussed based on performance
- Meal cheques
- Life insurance
- 10.000 CZK (cca 420 EUR) personal benefit fund per year
- Support for further professional training
- 5 weeks of paid holidays
- Paid cell phone



Responsibility

- Lead and manage IYNF staff and volunteers
- Link the decision making bodies
- Implement IYNF workplan and policies and create regulations connected to the policies
- Supervise the financial management
- Ensure funding for IYNF operations
- Hire and fire IYNF staff and coordinators, HRM
- Represent IYNF externally and sign contracts on behalf of IYNF
- Comply with Governance Policy regulations
- Ensuring vivid relations with all IYNF stakeholders

Procedure to apply

Questions or interested to apply? Your motivation letter and CV in English should be send by email to IYNF vice-president Andreia do Nascimento andreia@iynf.org **by Friday 24th of June 2011**. All candidates will be informed about the selection results by e-mail. Selected candidates will be invited for a phone interview to take place during the last week of June. A second round of interviews will take place in Prague on Thursday the 7th of July. The selected Secretary General would start to work on the 1st of September with a 2 months handover period.

For more information about IYNF please visit our web site: www.iynf.org