



JOB VACANCY 2009

SALTO Inclusion Resource
Centre
**Full time Project
Officer**

SALTO-YOUTH
I N C L U S I O N
R E S O U R C E C E N T R E



(contract starting from 1-3-2010)

Apply before 31 January 2010 for this exciting job opportunity

JINT (www.jint.be) is the coordination agency for international youth work in the Flemish Community and a.o. responsible in Flanders for the implementation of the Youth in Action programme of the European Commission. Since 2000 JINT has been managing one of the 8 SALTO-YOUTH Resource Centres (www.salto-youth.net) – the one on Inclusion of Young People with Fewer Opportunities. This SALTO Inclusion Resource Centre provides training, support, methods, publications and resources to make Inclusion youth projects easier and better. It organises its activities together with YiA National Agencies for the benefit of youth & inclusion workers and for the inclusion staff of those NA's and the European Commission.

Within this frame JINT is looking for a

Full time PROJECT OFFICER for the SALTO Inclusion RC

Starting from 1 March 2010 or asap

Who are we looking for?

We are looking for a super(wo)man who has :

- a degree on a higher education level (minimum level : Bachelor)
- at least 5 years of relevant professional experience in an international context

and who combines the following competences :

- Well familiar with topics on social inclusion of young people, policies and strategies to support it.
- Develop a knowledge driven and systematic approach to broaden SALTO's visions on social inclusion of young people.
- Excellent writing skills to communicate with a wide audience of youth workers and organisations in the European field of social inclusion.
- Project management and organisational management (organising courses, meetings, conferences, keeping track of different needs, anticipating, etc)

- Managing international teams and managing people (of trainers at a TC, groups of participants, conducting meetings, etc) – intercultural competence
- Cooperation and negotiation skills, interacting with different players and hierarchies: European Commission, National Agencies, SALTO network, ,...
- Excellent computer skills (Microsoft Office) and knowledge of content management systems (to update the website and manage the SALTO tools).
- Excellent working knowledge of English (understanding, writing and speaking) – speaking in front of groups, communication skills – other working languages are a plus.

Prepared to embark on a relatively large number of international and national business trips. Place of work (office) is Brussels.

What will be your tasks?

In cooperation with 1 other SALTO colleague at JINT, the other SALTO Resource Centres, National Agencies and the European Commission, you :

- Cooperate and reflect with different actors in the field to develop future ideas, strategies and actions to support inclusion of young people with fewer opportunities within the Youth in Action programme and the European cooperation in the field of youth.
- Develop, prepare, implement, coordinate, document and evaluate activities, discussions, seminars, trainings on different topics of inclusion of young people with fewer opportunities (according to the SALTO Inclusion workplan) – either for youth workers and/or NA inclusion officers.
- Manage and further develop the inclusion instruments (publications) and website (Inclusion methods in toolbox, inclusion training overview in training calendar, inclusion links, inclusion newsletter,...) and the horizontal tasks on behalf of the SALTO network (TOY, link lists,...).
- Participate in relevant meetings: SALTO, TCP, inclusion, invitations, etc to promote the SALTO (Inclusion) work and resources.
- Report to the director of JINT and communicate about the SALTO work to your colleagues in JINT.

What do we offer?

- An exciting international job, well resourced and at the centre of developments in the youth field in Europe
- A pleasant working atmosphere in a well developed stable organisation, which functions as a pivot between the national and international youth work and youth policy.
- English will be the language for your job. JINT offers you a Dutch language course in order to get involved in Flanders and at the JINT -office.
- Assistance in relocation - if needed (finding accommodation, dealing with the paper work, tax & social security,...)
- A full time contract starting from 1-3-2010 or asap after this date.
- Salary : starting at € 2.711,56 gross per month (€ 2.237,04 holiday bonus, € 2.711,56 end of year bonus) when 5 years of relevant experience.
- Holidays: 20 days a year and time in leu for worked evenings & weekends.

How to apply?

Send the documents below **by 31 January 2010 at the latest** to
JINT-SALTO Inclusion Job Vacancy, Koen Lambert, Grétrystraat 26, 1000 Brussel,
Belgium or via email to koen.lambert@jint.be.

- Motivation Letter (why do you apply & what can you offer?)
- Curriculum Vitae (European CV)
- A short Paper (max 3 pages A4) in English about your vision on the question :
“What role do you see for SALTO Inclusion in the framework of the renewed
European cooperation on youth ?”

After a first selection round (based on the documents above), a number of candidates
will be invited for a job interview (either in Brussels, or via phone).

More about the SALTO Inclusion Resource Centre and its work plan at

www.salto-youth.net/aboutInclusion/

More about JINT at www.jint.be

More about the EU framework on youth policy at www.ec.europa.eu/youth