

## THE EUROPEAN ALLIANCE OF YMCAs SEEKS A NEW SECRETARY GENERAL

The European Alliance of YMCAs (“YMCA Europe”) has a vacancy for the post of Secretary General starting 1st January 2011 following the appointment of the current post holder to the position of Secretary General of the World Alliance of YMCAs. Suitably qualified candidates are warmly invited to apply for this key leadership position.

YMCA Europe is the Christian centred, youth focused umbrella organisation for the federation of 43 national movements of Young Men’s Christian Associations (YMCAs) within the European Area, which constitute its membership. As part of the Worldwide YMCA family its main function is the support, representation and development of its members. YMCA Europe has its office in Prague, Czech Republic, and has a decentralised team of staff located at strategic points around Europe.

YMCA Europe was established approximately forty years ago and initially had a membership of less than 20 countries, mainly in western and northern Europe. Since the opening of Central and Eastern Europe following the fall of the Soviet Union, the main activity of YMCA Europe within the past twenty years has been to establish national YMCAs in almost every country throughout Europe. Other highlights include the establishment of a YMCA Europe Training Centre in Litomysl, Czech Republic, and the delivery of two major youth Festivals (2003 and 2008).

A new strategic plan for the period 2011 – 2016 is currently being developed but it is envisaged it will have a pan-European focus with an emphasis on Resource Mobilisation to ensure adequate funding and resources are available for the strengthening of both YMCA Europe and its members.

### CORE RESPONSIBILITIES

The Secretary General has the following core responsibilities:

- To communicate and interpret the role and mission of the YMCA including support and emphasis of the Christian heritage and its identity as an ecumenical, inclusive organization, promoting interfaith dialogue and serving all people.
- To manage and develop the Office Staff and Regional Secretaries in terms of their approved functions and the priorities determined by the Executive Committee pursuant to the strategic plan.
- To ensure transparency, good stewardship, accountability and financial stability of YMCA Europe. Maintenance of proper financial and budgetary control and statistical records.
- To develop, lead and manage resource mobilisation strategies to ensure success of the strategic plan and increase capacity for financial stability, including working with European National Movements.
- To work actively to stimulate inter-YMCA cooperation, extension of the YMCA, and internal and external collaborations and strategic alliances that would enhance the work of the movement.
- To facilitate the sharing within its membership of knowledge, resources, and capabilities and to foster an environment of learning and sharing.
- To facilitate the design and delivery of the Global Operating Plan for strengthening the YMCA in collaboration with the World Alliance Global Staff Team comprised of Area Executives from the regional Area Organisations.
- To provide coordination and leadership to the YMCA Movement to advance, promote and protect a positive image and position of the YMCA in Europe.
- Planning and coordination of international assemblies, festivals and meetings.

## KNOWLEDGE, SKILLS & ABILITIES

- Strong spiritual conviction and a deep Christian commitment, accompanied by an ecumenical perspective. Must be able to work without prejudice with people from any religious, linguistic and cultural background.
- Strong conceptual and visionary skills as well as practical organisational abilities.
- Strong proven leadership and management skills and extensive experience at senior levels in strategic planning, organisational development, financial management and fundraising. A decision maker and able to implement a good administrative system.
- Will demonstrate significant experience at a senior management level including staff and financial responsibilities as well as have a full understanding of the operations of an international non-governmental, not-for-profit organisation.
- Proven experience with volunteers and capacity to work with an Executive Committee within a decentralised, multi regional, governance structure.
- Demonstrated teamwork and interpersonal skills, with the ability to build relationships and to inspire and motivate diverse groups towards common goals, consistent with the YMCA mission and strategic plan.
- Be qualified through education and experience to assume responsibility for all aspects of administration, business management and formulation of policies and programmes.
- Experienced in working in a culturally diverse environment with a strong understanding and knowledge of contemporary global issues.
- Ability to develop, plan and implement strategy, effectively manage operations, and capacity to adapt to current operational reality (including use of information technology/telecommunications).
- Consensus builder.
- Strong skills in oral and written communication in English. The ability to communicate in other major international languages would be an asset.
- A track record of relevant YMCA work experience at national or international level preferred.

## CORE COMPETENCIES

**People Management:** Creates a work environment where people are challenged to develop competencies and skills and encouraged to realise their potential through formal and informal methods. Develops staff through on-going feedback and coaching. Recognises the importance of developing all organisational stakeholders through fostering collaborative work relationships and establishing mutual trust and respect. .

**Communication Skills:** An open communicator. Writes in a clear manner that demonstrates a recognition and appreciation of the intended audience; makes clear and convincing oral presentations; listens to others actively and effectively; clarifies information as required and anticipates communication opportunities.

**Develops and Builds Community through Relationship Building Skills:** Establishes and maintains positive working relationships with diverse groups of people both internal to YMCA Europe and the wider the YMCA community through employing effective communication strategies. Manages and resolves conflicts and disagreements in a constructive manner in the attainment of established YMCA Europe objectives and goals.

Implements Best Practices for YMCA Europe and National YMCA Movements: Meets the needs of both internal and external customers by delivering high-quality services based on established best practices; commits to continuous improvement by constantly monitoring and upgrading quality standards.

Demonstrates Organisational Leadership through Change: Demonstrates organisational leadership by encouraging new ideas and innovations; collaborates across boundaries to build strategic relationships and achieve common goals; works to build a shared vision with colleagues and others; manages with sensitivity to the impact of change and decisions on others.

Demonstrates Commitment to Quality Results: Contributes to the long and short term goals of YMCA Europe by holding self and others accountable for measurable, high-quality, timely, and cost-effective results.

Commitment to Inclusion: Values other people regardless of differences and takes an active role in promoting practices that support diversity, inclusion, and cultural competence.

#### PRACTICAL INFORMATION

- The Secretary-General will be home based within Europe and is employed on a consultancy basis. Indicative salary is up to Euro 70,000 per annum paid gross monthly, plus pension contribution and expenses.
- Salaries and expenses will be paid in Euros without deduction of taxes at source. The successful applicant will be expected to make arrangements within their country of residence for the payment of tax etc as per local requirements.
- It is expected that the successful candidate will be in position for at least five years. The period of service is not limited; however at least every five years an evaluation will take place and perspectives for a further period may be agreed. There will be an initial probation period of 12 months.
- To be available to travel extensively for the development of the organisation primarily within Europe but also to other parts of the world as part of the Global Staff Team.

#### EFFECT ON END RESULTS / STRATEGIC IMPACT BY THE SECRETARY GENERAL

- Delivery of a balanced budget.
- New resources secured from internal and external sources.
- Number of YMCA national movements paying their National Contribution.
- Communications plan in effect with increased visibility of impact of YMCA programs.
- National Movements access and benefit from increased resources.
- Increased cohesion and co-operation between national YMCA's.
- In the first period of 5 years 30% of the European YMCAs strengthened in 3 pillars: Mission Clarity, Program Relevance, and Institutional Viability. Strengthened in core areas: governance/leadership, programs, resource mobilisation, etc.
- National Movement Satisfaction survey: baseline established and 90% reporting at 80% excellent/good rating on services/programs.
- A successful Festival in 2013 with at least a balanced financial result.

## APPLICATION PROCEDURE

Applications should include:

- Full personal details: Name, contact details, age, nationality, marital status/family details, languages spoken, current employment details. A résumé of education and work experience should be included with a recent portrait size photo.
- Details of experience including in the following key fields:
  - Leadership and Communications – programmes successfully completed.
  - Senior Management – programmes implemented as a senior manager in the areas of staff management and budget preparation and control.
  - Global Community Service – participation in a community service organisation and perception of how such an organisation will look by 2015.
  - International Experience in YMCA and/or other similar organisations – a short synopsis of knowledge of YMCA should be included.
- References: The Application should provide the full name, address, email and telephone details of three persons known to them, including at least one related to their current working experience.
- Written applications (marked Confidential) must reach the Area President at the following address no later than 30 September 2010:

Mr Peter Posner  
President  
YMCA Europe  
38 Hall Farm Road  
Duffield  
Belper  
DE56 4FS  
Great Britain

A copy to be sent by e-mail to: [peter@ymcaeurope.com](mailto:peter@ymcaeurope.com)

## TIME PLAN AND PROCESS

- It is envisaged that applicants will be short listed for interview and the short-listed candidates notified no later than 15 October 2010.
- Short-listed candidates will be notified by registered post and / or email prior to the date of interview. Travel and accommodation expenses for candidates invited for the interviews will be provided by YMCA Europe.
- Interviews will be conducted in Prague between 1 November and 15 December 2010 but with a provisional date of 4 November 2010.
- The successful candidate will be expected to commence full time duties on 1st January 2011 or as soon as possible after this date in accordance with the terms and conditions of any current employment.