

CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD

Position: Director of Outreach and Capacity Building Unit

Duration: 2 year commitment

Application Deadline: 22 May 2021

Start Date: 01 July 2021

Location: Remote with potential travel opportunities

Type of Position: Voluntary

Director of Outreach and Capacity Building Unit:

EMA is looking to appoint the Director of the Capacity Building and Outreach. This unit will be in charge of promoting the EMA brand and facilitate global networking at a regional level. Its main responsibility lies in expanding EMAs capacities and lead outreach activities on different levels. The Unit aims to engage EMA members globally and to foster member participation through Capacity Building projects. Its main stakeholders are all past, present, and future EMA members. This Unit will have to develop an Outreach and Capacity Building strategy that can be easily implemented and piloted by the leadership structures across EMA. This work will be in close collaboration with EMA Country Representatives around the world.

Learn more about EMA's Units [here](#).

Candidate Profile:

Required

- Experience of work as part of an international team;
- Sense of initiative, discretion, mature judgment, and creative spirit is required;
- Demonstrable ability to communicate at a high level, both verbally and in writing, and capacity to effectively interact with a multiplicity of stakeholders including senior leaders;
- Strong presentation, writing and negotiation skills, including the ability to elaborate guidance, terms of reference, grant proposals;
- Experience with capacity-building and community building with concrete involvement in the design / delivery of capacity-building activities;
- Fluency in English (both written and spoken) is a must.

Preferred

- Experience in transnational networking/ cooperation programmes, preferably on EU-funded cross-border, transnational or interregional cooperation involving local authorities;
- Experience of working in/ with local/ regional public authorities or any organisation involved in SDGs and HE will be a plus;
- Knowledge of European Affairs and the Structural Funds preferably through practical experience;
- Basic budgetary skills and able to work within limited resources;
- Proficiency in at least one of the other EU languages is desirable.

Responsibilities:

- Promote EMA's brand, as well as cultural and academic cooperation;
- Develop and enrich the implementation of activities at the operational level in order to make the Association more visible locally and abroad (i.e. outside the EU).
- Coordinate EMAs Country Representatives and guide them regarding best practices on the ground;
- Attract prospective Master and/or mobility students;
- Produce a podcast featuring Erasmus Mundus alumni stories across the globe;
- Establish a hybrid programme with ESAA (the Erasmus Leadership Academy) comprising a 3-month online training and possible exclusive in person sessions.
- Lead the cultural development of the organisation to ensure demonstrable values of inclusivity, responsiveness and innovation.
- To work towards a Campus Erasmus system, where hubs for EMA members in different regions are formally established, to empower local, regional and international level, through a bottom-up approach;
- In that way EMA members can propose projects with a global/regional outreach, network, and apply for funding in different regions.

For detailed objectives and functions of the Outreach and Capacity Building Unit, refer to [EMA's Internal Regulations](#), clause 2.

Potential Benefit

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

Application Requirements:

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
 - What do you plan to contribute to EMA and the Management Board?
 - How do you want to lead your Unit?
 - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

An [“Ordinary” Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.

Submit your application [here!](#)