

## **CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD**

**Position:** Director of Talent Management 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 Talent Management**

EMA is looking to appoint the Director of Talent Management Unit. This Unit effectively handles some of the responsibilities of a usual HR department. Focusing primarily on recruitment and volunteer management, in conjunction with other units, it actively enlists, screens and selects qualified candidates for open volunteer positions.

The Unit aims to streamline the practices and materials used in the EMA Volunteering System, to improve and expand the recruitment process, and to support the expansion and improvement of EMA, as well as 'Quality of Education' on a larger scale. This Unit manages the data from Volunteering applicants and subsequently selected Volunteers and their roles at EMA. It also includes a figure of an Ombudsman which both continuously professionalizes EMA in terms of procedures and structure (where the possibility for improvement exists) and is in charge with investigating any misconduct in the Association, consequently recommending the application of any disciplinary procedure to member(s).

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

### **Candidate Profile:**

#### **Required**

- Excellent interpersonal skills and team management skills;
- Deep knowledge of EMA, its goals, organizational structure, and recent developments is obligatory;
- Current or very recent involvement with EMA as an EMA Volunteer, preferably at a team management level.
- Passion for developing skills and talents of volunteers;
- Strong computer skills, especially with Google Suite and other online communication tools (e.g. Slack, Asana, or other project management tools).

- Very good skills with "Google Sheets" and "Google Docs".
- Good knowledge of the "General Data Protection Regulation (GDPR)" and how EMA Volunteers' data need and can be protected.
- Previous experience with a volunteering/internship programme and/or another student/volunteers driven organization.

#### Preferred

- Experience in an HR management role or team leadership position, or administration and managing an NGO, or similar;
- Degree in organisational psychology, human resource management or similar relevant field;
- Commitment to organizational values and behaviours that underpin the culture and values of EMA;
- Ability to work in a diverse multicultural environment on a remote basis;
- Demonstrated conflict resolution and mediation skills.

#### Responsibilities:

- Drive the talent management through the EMA Volunteer Program and lead the team of Volunteer Coordinators;
- Simplify and streamline the volunteers' selection process;
- Strive to increase the quantity and quality of the applications received;
- Improve the quality of the assistance provided to EMA Volunteers and the onboarding services provided to new volunteers (including issuing of volunteering agreements, sending onboarding documents, and generating recommendations letters);
- Monitor and evaluate the performance of the EMA Volunteer Program and talent management;
- Keep an up-to-date EMA internal database of active volunteers;
- Lead the promotion of learning culture across the Association and encourage good performance and values;
- Support future career development of EMA Volunteers through skills training and learning practices;
- Mediate conflict situations when they arise between volunteers.

For detailed objectives and functions of the Talent Management 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!](#)