

Brussels, 17<sup>st</sup> of May 2019

## Call for the position of Coordinator for Membership

The Executive Committee (EC) hereby issues **the call for the position of Coordinator for Membership at the European Students' Union (ESU)**. According to ESU's Standing Orders, the Coordinators are expected to be the **responsible experts for issues that are of priority to ESU on a constant basis**.

The Coordinators have to report on their activities to the Board twice a year during the Board Meetings. Between the Board Meetings, they are accountable to the Executive Committee, which has to make sure that their activities follow the Plan of Work.

According to the Standing Orders, point 9.1, the mandate of a Coordinator is described in the call issued by the Executive Committee and shall not be longer than two years. **The Executive Committee hereby opens a call with a mandate of the Coordinator for Membership lasting for 12 months from July 1st 2019 to June 30th 2020.**

According to the point 9.1 of ESU's Standing Orders, the Coordinator for Membership shall:

- Handle membership issues in accordance with ESU membership strategy
- Coordinate and take part in study visits,
- Give trainings on the pillars of the student movement and coordinate other trainings for student unions,
- Elaborate information tools with best practice for the members to facilitate capacity building in the NUSes and local unions.

Following ESU's Plan of Work 2019, the following tasks fall under the responsibility of the Coordinator:

- Revise the questionnaire for prospective applicants and provide a comprehensive guide for membership applications.
- Continue to support the Pool of Trainers through projects and other opportunities to recruit and train trainers for member NUSes to access. Additionally ESU will extend and develop the role of the Pool of Trainers, alongside the QA Pool, to ensure these have strong strategic purpose and relevance to ESU's wider work.
- Seek ways to learn from the reassessment process and to create new capacity building opportunities or resources for NUSes.



For more information on the working areas as decided by ESU's Board Meeting, candidates are welcome to take a reference of ESU's Plan of Work 2019/20. Candidates are expected to have a genuine interest in contributing to the development of the European Students' Union on this field and have the appropriate knowledge, experience and capacity for carrying out the mandate and tasks as outlined above.

ESU Coordinators are entitled to receive a monthly allowance of 400 EUR. All expenses related to coordinators performing their duties (like attending internal ESU events, going for external representation) will be covered by ESU according to internal rules (Financial Standing Orders, rules of Procedure).

In addition to specific knowledge while taking into account the nature of the Organisation and its working culture, it is important, that the applicants are aware of following competences required to perform successfully in this position:

- Ability to work under pressure and meet deadlines,
- Ability to work as an active, reliable team-member on multiple tasks simultaneously,
- Ability to work and communicate effectively as part of a multicultural team,
- Ability to deliver oral and written presentations on this policy area,
- Ability to work independently and mostly through online channels,
- Good spoken and written English language skills.

Being a Coordinator in ESU entails a considerable commitment, both in terms of time and workload. This position requires a dedication of at least **20-25 hours per week** on ESU related work including responding to online communication regularly. The person is expected to work from home, but be available for frequent travel. It is required that the written motivation of the applicant reflects the experience in response to the above-mentioned criteria.

**In case of being selected, the coordinator must be available to attend the handover with the entire team in Belgium from the 29th of June until the 4th of July 2019 (29th being arrival day and 4th being departure day).**

**Selection procedure:**

The selection procedure has to be described according to the internal motion 9dxvii passed at BM70 in Bergen.

According to the Standing Orders, point 9.2, the Coordinators are selected by the Executive Committee. The EC will put up a selection committee consisting of current and incoming members of the Executive Committee (EC). When composing a selection committee, the EC

should ensure regionally and gender balanced composition, as well as expertise of the members. The committees are agreed by the EC on proposal of the Presidency.

The committee will evaluate the applications according to the criteria described in this call, and organise Skype interviews with the candidates.

Interviews will be conducted by the selection committee. After the interview, the notes of the interview must be made available to the Executive Committee. If needed, the Executive Committee can request to conduct additional interviews for clarifications or ask to fulfill tasks in order to examine the competences of the applicants.

The selection committee after the evaluation of the application documents and the interviews, and if needed, additional interviews and/or tasks, makes a recommendation to the Executive Committee:

- 1) To select one of the candidates;
- 2) To select none of the candidates and reopen the call;
- 3) To choose between the candidates evaluated as being equally strong by the selection committee. These might be all or only some of the applicants.

The Executive Committee members are able to vote in favour or against for the recommendation made by the selection committee, or abstain. In case there has been a recommendation for one candidate, which has been refused by the EC, the EC can decide to vote for another candidate or to reopen the call.

In case none of the candidates has been recommended by the selection committee, but the EC votes against reopening the call, the EC shall select one of the candidates. In case the selection committee makes equally strong recommendation to some or all of the candidates, the Executive Committee members are able to vote in favour of one of the recommended candidates, against all of the recommended candidates or abstain in the decision - if none of the candidates is selected here, the call will be reopened.

After the selection is finalised, the EC will inform the candidates, if they have been selected, and the Board will be informed by a report about the selection (requirement according to the IM 9dxvii BM70) as well as the documents will be made public to the Board at this point of time (requirement IM BM 70), in order to prevent pressure on candidates and decision making bodies at an earlier stage.

**Selection criteria:**

- Knowledge and experience in the area of work and in the student movement,
- Ability to demonstrate ideas for developing the position and work it entails,

- Ability to work as an active and reliable team-member on multiple tasks,
- Ability to work independently,
- Ability to deliver oral and written presentations on this policy area,
- Good spoken and written English language skills.

**Application procedure:**

Candidates are required to send:

- Their Curriculum Vitae;
- Their Motivation Letter.

A nomination letter from one of the ESU member organisation (including associates) will be looked upon favourably.

According to the Internal motion 9dxvii passed by the Board at BM70 in Bergen, In order to increase the transparency, the documents involved in the selection process will be made accessible to the ESU Board after the selection process is concluded.

Applications must be submitted in writing to the ESU Executive Committee. Therefore candidates shall send their full application by email to [hacks@esu-online.org](mailto:hacks@esu-online.org) or hand it personally to the ESU secretariat. **The deadline for submitting applications is 31st of May 2019, 23:59 CEST.**

The applicants should be available for a **Skype interview on the 1st week of June 2019**. In case the applicants are applying before the deadline, they can also be called for an interview before the closing of the deadline. We suggest the applicants apply as early as possible so the selection process can go as quickly as possible.

Should any explanation or further details be needed, please feel free to contact us on [ec@esu-online.org](mailto:ec@esu-online.org)

*Yours sincerely,  
ESU Executive Committee*