



FACE is the European Federation for Hunting and Conservation.

Established in 1977, FACE represents the interests of Europe's 7 million hunters as an international non-profit-making non-governmental organisation (INGO). This makes FACE the largest democratically representative body for hunters in the world and is probably one of the largest European civil society organisations.

FACE is made up of its Members: national hunters' associations from 36 European countries including the EU-28. FACE also has 7 Associate Members and has its Secretariat in Brussels.

FACE upholds the principle of sustainable use and has been a member of the International Union for Conservation of Nature (IUCN) since 1987. FACE works with its partners on a range of hunting-related matters, from international conservation agreements to local implementation issues with the aim of sustaining hunting across Europe.

JOB ADVERT – SECRETARY GENERAL

About the role

An exciting opportunity for a Secretary General to head our small secretariat, working full-time, for fixed term, with competitive salary.

Reporting to the Board and accountable to the General Assembly, the Secretary General will be responsible for the day-to-day management of the Federation.

This post is located at the FACE Office in Brussels with extensive travel within Europe.

Responsibilities will include

- Representing the interest of hunters before the EU Institutions;
- Leading the Federation: developing future policy & strategy and capacity building;
- Spokesperson to EU institutions and international organisations (EP, EC, Council of Europe, CMS, AEWA, etc.);
- Heading the Secretariat: people management & HR;
- Governance and service to members;
- Drafting project proposals for funding and project management of EC projects;
- Drafting policy position papers on hunting related policy;
- Administration to support these activities, including collecting subscriptions, preparing budgets and accounts, preparing annual work programme and reports.

Qualifications and experience

The applicant should have:

- at least 15 years of work experience;
- a university degree in European studies, international relations, political sciences, agriculture, forestry or a related discipline;
- entrepreneurial and positive mind-set, hands-on mentality;
- at least 5 years of experience in a leadership role in international organisation;
- experience with members organisations or international umbrella organisations;
- good communication skills, including negotiating, advocacy and public speaking;

- extensive knowledge of EU Nature Directives and biodiversity policies;
- experience of working for/with the EU institutions;
- demonstrate capacity to draft policy documents;
- experience with financial management;
- experience with HR, people management;
- track record of drafting winning proposals for funding and project management;
- written and verbal skills in English and preferably also be proficient in another European language;

NB: The successful candidate must be passionate about the values FACE stands for, a hunter with several years of experience, and have knowledge or experience of the hunting structures in at least one EU country.

How to apply

All applications will be treated in strict confidence.

Applications should be sent in English to recruitment@face.eu by February 28, 2019.

Applications must include:

1. The completed application form prescribed for this post on the website
2. A CV setting out your employment and education history
3. A letter addressed to the Selection Committee setting out in general terms why you are interested in applying for the post.

Applicants must have a right to work in Belgium in order to be considered.

Enquiries may be directed to recruitment@face.eu.

Timeframe

Application process: February 2019

Shortlisting & Interviews: March 2019

Decision: April 2019