



Vacancy announcement:

- **CCME Executive Secretary advocacy (asylum, migration, integration and anti-discrimination) – 1 half time position**
- **CCME Fundraiser/-manager - 1 half time position**

(with the possibility to combine both into one full time position)

CCMEⁱ the Churches Commission for Migrants in Europe, is seeking a to fill two half time or one full time staff positions by 1st June 2022 the latest as Executive Secretary as well as Fundraiser/-manager to develop, resource and implement programmes in line with the work programme of the CCME.ⁱⁱ

The position(s) could be filled as one full time positions (38 h/week) combining the two aspects or two half time positions. Applicants are requested to indicate if they apply for a full time or part time position. Applicants are requested to indicate the work area(s) they'd like to cover.

The positions includes work in the following areas:

Position 1: Advocacy vis-à-vis European institutions on asylum, migration, integration and anti-discrimination on behalf of CCME and its members - in particular in the area of SAFE PASSAGES to Europe and the role of family in migration

Position 2: Fundraising and for the ongoing work ("core business") and projects of CCME and partners constituencies among churches as well as secular funders, as well as reporting on the use of financial resources to partners and donors.

Qualifications and requirements for the different work areas:

POSITION 1:

- A good understanding of European policy development with regard to migration and asylum, and against racism and discrimination will be important

POSITION 2:

- A demonstrated knowledge of project development, management and budget planning. Experience of successful fundraising as well as track record in financial and narrative reporting and a basic understanding of project accounts is necessary

FOR BOTH POSITIONS:

- Computer literacy and command of office programmes are required
- The working language is English, and therefore a good command of written and spoken English is required; additional European languages, particularly French and/or German, are an asset
- Experience of communication ongoing work and results using a variety of media is an asset
- An understanding of churches' involvement in work for and with refugees, migrants and minority ethnic people would be an advantage
- Candidates are expected to identify with the mission of the organisationⁱⁱⁱ.

The Executive Secretary reports to the General Secretary.

The Executive Secretary will start his/her work at CCME in June 2022

CCME wishes to encourage the application from individuals with minority ethnic or migrant background as well as from women.

For information on the work of CCME, please see: <http://www.ccme.be/areas-of-work/> , with other questions, e.g. on the conditions of employment, remuneration, etc. please contact: Torsten.moritz@ccme.be

The positions are in based in CCME's office in Brussels (with the possibility to arrange telework for one or two days/week). Candidates therefore need to be entitled to work in Belgium.

The position/positions are initially for one year and might, depending on financial and organisational circumstances after that, be transformed into long term or permanent position(s).

The salary for a full-time position will be in the range of 3.300-3.600 EUR gross depending on experience and qualifications. The salary package includes meal vouchers, end of year allowance and holiday allowance as well as moving costs (within limits defined by the staff regulations).

Interested persons are requested to send a motivation letter and CV info@ccme.be Other supporting documents and references might be requested at a later point.

Closing date (arrival in the office): 1st May 2022, close of business

Only shortlisted candidates will be contacted

ⁱ The Churches' Commission for Migrants in Europe (CCME) is the ecumenical agency on migration and integration, asylum and refugees, and against racism and discrimination in Europe. Members are Anglican, Orthodox and Protestant Churches and Councils of Churches as well as church-related agencies present in 20 European countries. CCME closely cooperates with the Conference of European Churches and the World Council of Churches.
Fundraising

ⁱⁱ <https://ccme.eu/wp-content/uploads/2021/11/Work-Progr-2021-23-as-adopted-FINAL.docx.pdf>

ⁱⁱⁱ (CCME mandate and mission statement <https://ccme.eu/index.php/who-we-are/mandate-of-the-commission>)