



ccme

**Vacancy announcement:**

**- CCME Executive Secretary**

CCME<sup>i</sup> is seeking a to fill one full time staff position by 1<sup>st</sup> January 2024. The Executive Secretary will have responsibility for

- 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
- Deputising for the General Secretary.
- Creating a firm basis of understanding of the European policies within the membership of CCME by modern communication and cooperation in the network.
- Fundraising for the ongoing work ("core business") and projects of CCME and its partners among member churches and reporting on use of funds

Qualifications and requirements for the different work areas:

- Professional experience and a good understanding of European policy with regard to migration and asylum, and against racism and discrimination;
- A demonstrated knowledge of project development, management and budget planning;
- Computer literacy and a good command of Microsoft Office programmes. Knowledge of online media;
- Excellent communication skills. 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 to internal and external audiences is an asset;
- An understanding of churches' involvement in work for and with refugees, migrants and minority ethnic people would be an advantage;
- Experience of successful fundraising as well as a track record in financial and narrative reporting and a basic understanding of project accounts;
- Candidates are expected to identify with the mission of the organisation<sup>iii</sup> and is or becomes connected or member or well connect to one of the member organisations of CCME.

The Executive Secretary reports to the General Secretary.

As deputy to the General Secretary of CCME, the Executive Secretary will shadow and, in the event of absence, substitute for the General Secretary in running the small CCME office. Prior experience of management responsibility in an organisation would therefore be an asset.

CCME wishes to encourage the application from individuals with minority ethnic or migrant background and from all genders.

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](mailto:Torsten.moritz@ccme.be)

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

The position is initially for one year and might, depending on financial and organisational circumstances after that, be transformed into permanent position.

The salary for a full-time position will be in the range of 3.400-3.900 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 to [torsten.moritz@ccme.be](mailto:torsten.moritz@ccme.be). Other supporting documents and references might be requested at a later point.

Closing date (arrival in the office): 7<sup>th</sup> November 2023, close of business

Only shortlisted candidates will be contacted for interviews which will be held on 15<sup>th</sup> November 2023.

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<sup>i</sup> 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

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