

Vacancy announcement:

- **CCME Executive Secretary (half-time)**

CCMEⁱ is seeking a to fill one half time staff position, ideally by 15th June 2024.

The Executive Secretary will have responsibility for

- Advocacy vis-à-vis European institutions on asylum, migration, and anti-racism on behalf of CCME and its members - in particular in the area of SAFE PASSAGEs to Europe
- Creating a firm basis of understanding of the European policies within the membership of CCME by modern communication and cooperation in the network.

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;
- Knowledge of the interplay between national and European policy making and competences in the area of asylum and migration
- 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 of 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;
- Candidates are expected to identify with the mission of the organisation¹ⁱⁱ

The Executive Secretary reports to the General Secretary.

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

The position is in based in CCME's office in Brussels (with the possibility to arrange teleworking for one day/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 a permanent position.

The salary for a half time position (19 h/week) will be in the range of 1.700-1.900 EUR gross depending on experience and qualifications. The salary package includes meal vouchers, end of year allowance and holiday allowance (pro rata of a full time position)

Interested persons are requested to send a motivation letter and CV to torsten.moritz@ccme.be. Other supporting documents and references might be requested at a later point. Interviews with shortlisted candidates will take place on 22nd May. We are sorry, but we will not be in a position to get back to persons who are not shortlisted.

Closing date (arrival in the office): 12th May 2024, close of business.

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