

## **QUAKER COUNCIL FOR EUROPEAN AFFAIRS**

### **APPOINTMENT OF TWO REPRESENTATIVES/HEADS OF OFFICE**

(starting date: October/November 2012, to be agreed)

Quaker Council for European Affairs invites applications for two full-time representatives to run its Brussels office. The task is a double one:

- raising Quaker concerns with the institutions of the European Union and the Council of Europe;
- keeping Friends informed about European policies and issues which they would wish to influence.

The posts are based in Quaker House, Brussels.

The posts are open to two separate individuals, male or female, who are members of the Religious Society of Friends, or to a couple, at least one of whom is in membership of the Society. The persons appointed will need to:

- be familiar with the life and work of their own Yearly Meeting;
- understand Quaker testimonies and values;
- have experience in the management of a small professional organization;
- be able to communicate simply and clearly, both orally and in writing, about Quaker concerns with European issues;
- be able to speak and write in English for diverse audiences in many countries.

While a good knowledge of English is essential for the posts, knowledge of other European languages, and in particular of French, is a distinct advantage.

The persons appointed must have experience of living in Europe and either have or be able to obtain the right to live and work in the European Union.

The posts are suitable for people at different stages in their career; for this reason salary and conditions are open to discussion. The length of the contract is also negotiable, but is expected to be between 3 and 6 years.

Application forms and further details may be obtained from the Assistant Clerk, Jethro Zevenbergen. Applications must be submitted by 31 January 2012:

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