



Vice president (BoM)

Part of team: Presidential Office

Accountable to: President and Board of Management

Responsibilities of the team: leading, supporting and guiding the entire organisation – and the Board of Management in particular

Main responsibilities and tasks

- Supporting the President in leading, supporting and checking up on the Board of Management
- Internal relations (organisation of coaching meetings and team-buildings, being a shoulder to cry on...)
- Supporting the president in leading and organising (bi-)weekly meetings with the Board of Management and the rest of BFPS
- Being present at professional events to represent BFPS and to network
- Help setting the main strategy for the future of BFPS

Specific requirements

- Leadership and organisation and delegation skills
- Good communication and presentation skills
- People-oriented and charismatic
- Extensive knowledge of and a strong belief in of BFPS' workflow, values and goals
- Experience and/or interest in management of a non-profit organisation
- Experience with good working practices and administration
- Responsible, systematic approach

General requirements

- Strong command of the English language (understanding, speaking and writing)
- Able to work with online (communication) tools (Google Workspace, Messenger, Zoom, etc.)
- A passion for teamwork
- Available to attend (team) meetings (in person or digital)
- Available to attend and help at events organised by BFPS
- At least passed for 50% of ECTS credits included in your personal curriculum

Practicalities

The mandate runs from the 1st of September until the 31st of August.

Should you have any questions or should you be interested in this role, please do not hesitate to contact us at info@bfps.be.