



Secretary General (BoM)

Part of team: Secretary Office

Accountable to: Presidential Office

Responsibilities of the team: providing a central point of information regarding BFPS, managing the website and corresponding with internal and external individuals/ entities, ensuring that everyone is up to date at all times

Main responsibilities and tasks

- Providing a central point of contact and correspondence, through the BFPS mail account, for individuals/entities seeking information about BFPS
- Preparation of the BoM meetings and finalising the reports
- Guiding and supporting the webmaster in maintaining the website
- Maintaining efficient internal administration within BFPS, through effective working practices
- Ensuring that the BFPS Contact Database is up to date and in line with the General Data Protection Regulation
- Managing and contributing to the work, tasks and projects of BFPS

Specific requirements

- Basic website editorial skills
- Experience and/or interest in efficient working practices and administration
- Systematic approach and strong organisational skills
- Leadership, management and delegation skills

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.