



External Relations Coordinator (BoM)

Part of team: External Relations Office

Accountable to: Presidential Office

Responsibilities of the team: developing and maintaining BFPS' external collaborations, with the goal of sharing best practices and improving our visibility

Main responsibilities and tasks

- Organising and maintaining the documentation regarding external relations
- Guiding and supporting the professional liaisons in maintaining collaborations and communication with our existing partners (VVKP, VOCAP, BAPS, BFP, ABITO, UPPCF and VVSP)
- Guiding and supporting the student liaisons in maintaining collaboration and communication with our existing partners (VUB, UGent, KU Leuven, UCL, ULB, ULiège, UMONS)
- Working closely with the Partnership Responsible in searching new professional partners and writing partnership proposals
- Representing BFPS at relevant external events

Specific requirements

- Sociable with excellent communication and networking skills
- Convincing and able to persuade people to engage with BFPS
- Extensive knowledge of BFPS, its structure, procedures and values
- Decent command of the French language is a big plus
- 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.