

## EUROPEAN FORUM OF VOCATIONAL EDUCATION AND TRAINING

### SPECIFICATION OF TASKS

<b>Area:</b>	PRESIDENT
<b>Reporting to:</b>	EXECUTIVE TEAM AND STEERING COMMITTEE
<b>Closing date:</b>	11 October 2020

The successful candidate will be responsible for managing EfVET and represent the association as its legal representative in events at EU and other institutions, in accordance with EfVET constitution.

<b>Responsibilities</b>
EfVET president will ...
... provide strategic guidelines to and act as the legal representative of EfVET
... be responsible, in close cooperation with the treasurer, of the financial management of the institution
... coordinate the work of the EfVET internal working groups
... represent, as far as possible, EfVET at meetings of the e European Commission and its agencies;
... represent EfVET at the meetings of the national boards, whenever possible
... develop the overall strategy of EfVET, in close cooperation with the ET and SC
... chair the ET and SC meetings, as well as the AGM during the Annual Conference
... collaborate with the Conference Team the preparation of the Annual Conference
<b>Additional tasks</b>
The president will ...
... lead the ET and SC, coordinating the internal work of both, and assuring the alignment of the groups with the overall EfVET policy
... sign legal documents on behalf of EfVET together with the Vice-presidents in accordance with EfVET's constitution.
... check and sign the financial records of all projects, including timesheets, budgets...

... develop the policy strategy based on EfVET's values and principles, in close collaboration with the Vice-president (policy) and the working group on policy

... develop, together with the Vice-president/s projects and work of the project working group

... prepare, in collaboration with the Secretariat, meetings of the VET4EU2 platform, delegating some tasks to ET members or the specific working groups when necessary

... negotiate with the other associations represented in VET4EU2 the common policy position of the platform

... report to the ET and SC after every meeting in which he / she participates

... undertake any other duties connected with the post as are reasonably required from time to time

### **Qualifications/Skills/Knowledge/Qualities**

The success of EfVET rests on a very strongly felt and shared set of values, which determine its strategic direction. It is crucial that the successful candidate shares the values of EfVET and is committed to them, in particular

- acting as a network of and for learning providers across Europe and beyond, with links to business, politicians, government officials and researchers with a focus on VET and lifelong learning
- developing collaboration, mutual cooperation and sharing good practice between colleges in different countries, facilitating networking and partnership and stimulating creation of cooperative projects and thematic networks
- promoting quality and innovation in relation to TVET throughout Europe
- enabling wide scale promotion and dissemination of innovative measures and transnational projects' results
- giving colleges a platform of influence in European TVET policy by representing the views of its members' issues in the European public forum and providing a platform for the European Commission and others to consult each other on issues of common concern

A candidate being elected as president will work and talk on behalf and in the name of all EU VET providers and countries EfVET represents, not only the country of their origin.

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

#### **Essential criteria**

Extensive knowledge of European policy and decisions with regard to VET

Have previous experience of working in the field of European VET policy and with external partners and stakeholders

Ability to negotiate, discuss, and reach agreements with other organizations

Possess excellent English writing and oral skills

The ability to communicate effectively with internal and external stakeholders

The ability to work accurately with a high attention to detail

A flexible, approachable style of working with others to achieve successful outcomes

A drive to achieve quality in all aspects of the role

The applicant needs a signed and stamped recommendation from the college/organization where he/she is working which shows that he/she has the college's support with regard to the time that is spent for EfVET including the travelling expected.

## **CONDITIONS OF ENGAGEMENT**

### **Working Hours**

As all other positions in EfVET's ET/SC, the position of the president is on voluntary basis with no regular working hours. In order to fulfil the tasks mentioned above however, the president needs to be present in all ET/SC meetings, including EfVET conferences, as well as and as far as possible in meetings of the European Commission and the European Vocational Skills Week. This equals a workload of at least 40 days for participation in meetings/conferences and approximately 40 days per year for the other tasks mentioned.

### **Reimbursement**

Expenses made with regard to fulfilling the president's task, particularly the participation in face-to-face ET/SC meetings, will be reimbursed by EfVET. The participation in any other meetings will also be reimbursed according to EfVET's financial guidelines.

### **Equality & Diversity**

EfVET is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that the Organisation strives to ensure that no applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Application**

Fully completed application forms (Europass application documents) should be submitted online by 11 October 2020.

The applicant should be prepared to answer questions from EfVET's National Boards as part of the selection process.

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