

## EUROPEAN FORUM OF VOCATIONAL EDUCATION AND TRAINING

### SPECIFICATION OF TASKS

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

The successful candidate will be responsible for supporting Policy Issues based on the overall EfVET strategy. The college / association of the candidate must be a member of EfVET.

#### Responsibilities

The vice president (policy) will ...

... be responsible for creating, communicating, managing and maintaining EfVET policy strategy based on EfVET's values and principles. The policy is developed in close collaboration with the president and ET/SC.

... establish, together with the ET/SC, a task force of experts assigned for specific policy areas, which will support him / her in these tasks. These experts will be selected among members of EfVET with experience in policy field.

... coordinate and navigate EfVET's participation in the different selected events and policy fora (particularly organized by the European Commission, CEDEFOP and ETF but also other associations' conferences and meetings).

... support direct involvement from members.

#### Tasks

The vice president (policy) will ...

... represent EfVET in relevant fora.

... support the process of re-vitalizing EfVET's constitution.

... be responsible for the coordination of the follow up of policy papers and supporting policy tools produced by ET/SC and task force ensuring that things decided are getting done.

... have a detailed overview over policy documents and actions within the vocational sector on EU level.

.... sign legal documents on behalf of EfVET together with the president in accordance with EfVET's constitution.

... in general, support EfVET's work.

## 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

A candidate being elected as vice president (policy) 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.

<b>Essential criteria</b>
Knowledge of European policy and decisions with regard to VET.
Competence to communicate adequately effectively with internal and external stakeholders including diplomatic aptitude, both orally and in writing, in situations, meetings etc. concerning political issues.
A good working knowledge of IT tools.
Possess excellent English writing and oral skills.
A flexible, approachable style of team work in order 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.
<b>Desirable criteria</b>
Have previous experience of working in the field of European VET policy and with external partners and stakeholders.

## **CONDITIONS OF ENGAGEMENT**

### **Workload**

As all positions in EfVET's ET/SC the position of the vice president (policy) is on voluntary basis with no regular working hours applied.

However, in order to carry out the position mentioned above, the vice president (policy) needs to be present in all ET/SC meetings, including the annual EfVET conference. Travelling days (away from own workplace) will typically be a mix of weekdays and weekends, estimated 20 days. The representation of EfVET may add more days spent away from own working place, depending on the organization of the EfVET policy work.

The supporting, coordinating and quality ensuring function and follow up on EU policy documents within the vocational sector will add more worktime, but can be done from "home". That could take an estimated time (but not limited to) of 3 hours per week on a regular basis.

### **Reimbursement**

Expenses made with regard to fulfilling the vice president's task, particular the participation in face-to-face ET/SC meetings, and within EfVET's financial guidelines will be reimbursed by EfVET.

### **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 favorable 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** to [carina.oliveira@insignare.pt](mailto:carina.oliveira@insignare.pt) and [efvet-office@efvet.org](mailto:efvet-office@efvet.org)

**EfVET**, Rue d'Arlon 40, 1000 Brussels, Belgium

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