

EUROPEAN FORUM OF VOCATIONAL EDUCATION AND TRAINING

SPECIFICATION OF TASKS

Area:	PRESIDENT
Reporting to:	EXECUTIVE MANAGEMENT TEAM AND BOARD OF EfVET
Closing date:	17 September 2022

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

Responsibilities
EfVET President will ...
... be the legal representative of EfVET
... be responsible, in close cooperation with the treasurer, of the financial management of the institution
... coordinate the works of the EfVET internal working groups
... represent EfVET at the meetings of the VET4EU2 platform
... represent EfVET before the European Commission, CEDEFOP, ETF and other institutions
... represent EfVET at the meetings of the national boards, whenever possible
... develop the overall strategy of EfVET, in close cooperation with the EMT and Board
... chair the EMT and Board meetings, as well as the GA during the Annual Conference
... collaborate with the Conference Team in the preparation of the Annual Conference
Additional tasks
The President will ...
... lead the EMT and Board, 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-presidents for projects and the project working group, the project strategy of EfVET

... prepare the 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

... enhance cooperation and network with WFCP

... report to the EMT and Board 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 our 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 with 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 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

Excellent English 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 EMPLOYMENT

Working Hours

As all positions in EfVET's EMT/Board the position of the president is on voluntary basis with no regular working hours applied. In order to fulfil the tasks mentioned above however, the president needs to be present in all EMT/Board meetings, including EfVET conferences, as well as in the VET4EU2 platform meetings 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, particular the participation in face-to-face EMT/Board 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 we are striving 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 **17 September 2022** to secretary@efvet.org and 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.