



## VACANCY ANNOUNCEMENT

### Deputy Director

*Based at the PICUM Office in Brussels*  
**Application deadline: 12 August 2024**

PICUM is looking for an experienced professional who will work closely with our Director to provide leadership in strategic planning, funding, and implementing PICUM's programs and priorities.

The Deputy Director is an important leadership role that supports the Director in overseeing PICUM's daily operations and strategic planning, in line with the decisions of the Board and General Assembly. Participating in the Board and Management Committee meetings and working closely with the Director and Finance Director, the Deputy Director leads the strategic development and implementation of PICUM's planning, monitoring, reporting, evaluation and fundraising policies, and is responsible for the supervision of select team members.

This role is based in Brussels.

#### **About PICUM**

PICUM, the Platform for International Cooperation on Undocumented Migrants, is a Brussels-based network of organisations that seeks to advance social justice and human rights for people in Europe who are undocumented or have precarious administrative status. Grounded in principles of social justice, anti-racism and equality, PICUM brings together the experiences and expertise of its members, providing a platform to engage policy makers and the general public in the full realisation of rights, regardless of status, including through advocacy for more human-centred and sustainable migration policies. Founded in 2001 as an initiative of frontline organisations to mobilise support for undocumented migrants, today PICUM gathers a network of 160 civil society organisations in more than 30 countries.

Based in Brussels, the PICUM secretariat leads the network's EU and global advocacy, alliance-building, communications and research activities and supports PICUM's broad and diverse membership.

#### **Main Responsibilities:**

***Fundraising:***

- Maintains and supports existing relationships with funders and does outreach to potential new funders;
- Develops and writes funding proposals in line with agreed priorities, coordinating with PICUM Director, staff and partners, as appropriate;
- Explores avenues to increase the diversity of PICUM's funding sources, and monitors calls for proposals and tenders.

#### ***Governance:***

- Prepares, participates in and ensures detailed follow-up of Board and Management Committee meetings, including reporting on planning, monitoring, evaluation, fundraising activities and implementing agreed decisions;
- Leads the planning and coordination of PICUM's annual general assembly, in partnership with the Director and Administration & Events Manager, among others, as necessary;
- Ensures effective governance and oversight of PICUM's membership network;
- Together with the Director, ensures implementation of the organisational priorities set out in PICUM's multiannual Strategic Plan, including the development and implementation of an intersectional feminist approach and the participation of migrant communities more thoroughly in PICUM's work;
- Working with the Director, supports the Board in further developing and implementing organisation-wide policies and practices that foster diversity, equity and inclusion (DEI).

#### ***Human Resources:***

- Supervises the Administration & Events Manager and the Communications team (i.e., Communications Officer and Multimedia Officer);
- Working closely with the Director, develops and oversees recruitment processes; develops and ensures the proper implementation of internal policies;
- Works to promote internal cohesion and well-being among staff, in cooperation with the Director.

#### ***Planning, monitoring, reporting and evaluation:***

- Working closely with the Director, coordinates strategic and annual work planning processes with PICUM staff, Board and members, as appropriate;
- Coordinates with staff to meet reporting commitments to current funders and ongoing monitoring, evaluation and learning processes;

- Leads the implementation of effective internal communications, scheduling and coordination, learning and analysis, including attending - and leading in the absence of the Director - weekly staff and management team meetings, and ensuring follow-up of key items from weekly meetings.

***Representation:***

- Ensures a solid level of familiarity with PICUM's core messages and priorities;
- Responsible for taking over relevant tasks from the Director in their absence and as necessary (including acting as a spokesperson representing PICUM with national, European and international press, and at external events and meetings).

## **Skills, Knowledge and Experience**

### **Essential**

- Demonstrated commitment to anti-racism and social justice and motivation to work to advance migrant rights;
- Fluency in English, including exceptional English writing skills and the ability to write accessibly for non-expert audiences;
- Strong communication and facilitation skills;
- Curiosity and willingness to learn;
- Demonstrated ability to coordinate processes and to work closely and effectively in a team setting;
- High degree of attention to detail and commitment to quality;
- Strong organisational skills, initiative and follow-through;
- Ability to work quickly, accurately and to juggle multiple tasks.

### **Desirable**

- Relevant experience in a nonprofit organisation;
- Experience with a membership or network organisation;
- Lived experience of belonging to a racialised or marginalised group, including based on administrative status;
- Experience developing and/or implementing monitoring, evaluation and learning models;
- Experience with anti-oppression, decolonial and/or DEI analyses and approaches;
- Fluency and strong writing skills in other languages than English (in particular, PICUM's working languages, French and/or Spanish);
- Contacts among private funders in Europe;
- Familiarity with human resources policies;
- Experience or training in communications.

### **What PICUM can offer**

- Full time position (37.5 hours/week) with an undetermined contract according to Belgian labour legislation;
- Salary according to the wage scale of the Paritaire Committee 329.01: approximately € 4.854 - € 5.715 gross per month (based on 8-15 years' experience);
- Meal vouchers, hospitalisation insurance, group insurance scheme and thirteenth month also provided;
- Teleworking policy allowing up to three days of week of telework;

- Additional holidays and end of the year office closure;
- Conditions are according to Belgian legislation including the legal ability to live and work in Belgium.

### **Selection procedure**

At PICUM, we are committed to a diverse and inclusive environment for all our employees. We encourage candidates with diverse backgrounds to apply, including those with lived experience of discrimination, oppression or exclusion based on poverty, gender, racial identity, sexual orientation, gender identity, disability and/or immigration status.

The deadline for applications is **Monday 12 August 2024, 9:00 a.m. CEST**. Please send the completed application form in English to Michele LeVoy, Director at [recruitment@picum.org](mailto:recruitment@picum.org) with your **last name, first name and PICUM Deputy Director Position** in the subject line.

[The application form can be downloaded here.](#)

Shortlisted applications will be informed by **Friday 23 August**. Please note that due to the large number of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. **Interviews** will take place online the week of 26 August 2024.