

Partnerships & Recruitment Officer

Start date: 1st of September – **Contract:** full time or part time

Location: BeCentral, Brussels (above the Central Station)



JOB DESCRIPTION

You will be part of the Partnerships & Recruitment Circle. The mission of that circle within Teach for Belgium is to sell and advocate what we do to donors, education stakeholders and potential participants to our programmes. Within that circle, you will take on following roles:

Recruiter

Representing Teach for Belgium and the Leadership Development Programme (LDP) within our broader target group to create awareness

- Co-develop a concrete plan with actions and targets to reach our target groups (Young Graduates, Young Professionals and Career Changers) for the upcoming season
- Build and maintain relationships with relevant (student) associations
- Plan and facilitate workshops with partners
- Spread job offers through specific channels for these target groups
- Plan and execute pitches on university campuses
- Plan and go to job fairs
- Plan and execute other events on campus (flyering, job offers, workshops, infosessions, ...)

Cultivator & first point of contact

Building a relationship with interested candidates, inform them about all aspects of the LDP, inspire them and identify their barriers with the goal to make them apply for the LDP

- Plan all cultivation actions (calls, mass mails, infosessions, afterworks...)
- Call the interested candidates
- Sends Mass mails with a predetermined frequency to different focus groups
- Plans- and present infosessions
- Plans- and hosts Afterworks

Project writer FR

Writing compelling project proposals and reportings for potential public & private partners

- Understand criteria for partnership & needs/expectations of funder
- Build a more detailed proposal
- Implicate other team members in process
- Draft budget
- Draft Monitoring & Evaluation plan
- Create partnership agreement
- Write narrative reporting

THE NEW COLLEAGUE WE ARE LOOKING FOR

Qualification & experience:

- Master's degree (or Bachelor's degree with proven experience)
- At least 2 years of relevant professional experience in recruitment and/or teaching and/or administration

Talents & Competencies

- You are aligned with Teach for Belgium's vision and mission and want to contribute actively towards its realisation
- You have a good understanding of the cultural and socio-economic context of the youth we target and the inequities they face
- You have the ability to work well with others as part of a team as well as independently
- You are proactive, self-organised, solution-oriented and accountable
- You enjoy working in a fast-paced working environment
- You work very thoroughly and meticulously
- You communicate orally and in writing in a clear, professional and enthusiastic manner
- You have good adaptability and can work under pressure
- You are organized and able to manage several priorities at the same time
- You are a good listener and you know how to make yourself available
- You are willing to work evenings and Saturdays from time to time
- You have excellent oral and writing skills in FR

WHAT WE OFFER

We are pleased to offer you :

- An exciting job with varied responsibilities in a dynamic international working environment
- A close collaboration with all circles (departments) of Teach for Belgium, the Teach for Belgium community and our international network Teach for All
- Various opportunities for professional and personal development to become proficient at all aspects of your job
- A competitive salary for the non-profit sector with extra-legal benefits such as an hospitalisation insurance, lunch allowance, reimbursement of transportation expenses etc.

INTERESTED? APPLY NOW!

Please send as soon as possible a cover letter and your CV to info@teachforbelgium.be with the reference "Partnership & recruitment officer".

BUT WHAT DOES TEACH FOR BELGIUM ACTUALLY DO?

Teach for Belgium is a non-profit organization created in 2013 whose vision is that, one day, all students will have equal opportunities to succeed, regardless of their socio-economical background.

To achieve this vision, Teach for Belgium:

1. attracts, selects, trains and supports people committed to teach in the most disadvantaged schools in the country.
2. collects and spreads, in collaboration with its community of alumni and educational partners, efficient practices, concrete tools and mindsets that improve student learning outcomes, support positive relationships in education and increase resilience for both students and educational teams.

With a team of around 25 people, we do our best to achieve our mission above and support 326 participants and alumni who are reaching over 15.000 students every school year.

Teach for Belgium is part of the international network Teach for All that is active in around 60 countries. Diversity, inclusiveness and equity are central values in our network.

In order to maximize our effectiveness in fulfilling our mission, we feel it is important to focus on increasing representation and inclusiveness. As a consequence, we prioritize increasing the representation and inclusiveness of team members who themselves have experienced the inequities we're working to address by nature of sharing the background (e.g. economic, racial and ethnic, religious) of the most disadvantaged groups in Belgium.