

Call for Candidates

For the post of: EUNIC Director in Brussels, Belgium

EUNIC – European Union National Institutes for Culture – is the European network of organisations engaging in cultural relations. EUNIC’s vision is to build trust and understanding between the people of Europe and the wider world through culture. We work to make culture count in international relations.

Together with our partners, EUNIC brings to life European cultural collaboration in more than 90 countries worldwide with a network of over 120 clusters, drawing on the broad experience of our members from all EU Member States and associate countries. EUNIC advocates a prominent role of culture in international relations and is a strategic partner of the EU, actively involved in the further definition of European cultural policy. EUNIC is a platform for knowledge sharing and for capacity building amongst its members and partners.

More about EUNIC, its values, how it operates and its history can be found on eunicglobal.eu/about.

Job description: EUNIC Director

- Location: Brussels
- Reports to the EUNIC General Assembly, the Board of Directors and to the President
- Duration of post: for an initial period of 3 years from 1 August 2021

Context and environment

- EUNIC’s work is based on the **principles of cultural relations**. We aim to build fair partnerships by practising mutual listening and learning and engaging in dialogue, co-creation, and joint capacity building. EUNIC’s **understanding of culture** includes the arts, creative industries, development cooperation, digitalisation, education, gender, heritage, human rights, language and multilingualism, social inclusion, sports, sustainability, tourism, youth, and others.
- The **purposes of EUNIC** are defined in the Statutes as follows: to work together; to promote cultural diversity and understanding; to strengthen international dialogue and cultural cooperation; to be a partner of the EU in defining and implementing EU cultural policy; to advocate for the value of cultural relations and, as part of this, argue for a strong and independent voice for the cultural sector; to conduct research and share best practices.
- **EUNIC members** engage in cultural and related activities beyond their national borders. They are cultural institutes acting on behalf of a national entity (‘at arm’s length’), or national bodies and ministries. EUNIC currently counts 36 members based in all EU Member States and associated countries.
- In June 2020, EUNIC adopted its new **Strategic Framework 2020-2024**. EUNIC’s three objectives are to strengthen cultural relations worldwide together with partners; to advocate for culture in international relations as a strategic partner of the EU; and to enhance its capacity as a network.
- In 2018, EUNIC has been granted the Preparatory Action **European Spaces of Culture** (formerly European ‘Houses’ of Culture), initiated by the European Parliament and implemented



through EUNIC's network, EU Delegations and local stakeholders. The project tests new models of European collaboration in culture. The project is set to run until 2023.

- In 2017, EUNIC signed a partnership agreement, an **Administrative Arrangement**, with the European Commission and the European External Action Service (EEAS). To implement this Arrangement, the three parties initiated a number of joint cultural relations activities between EU Delegations and EUNIC clusters, conducted joint seminars and issued the *Joint Guidelines: EUNIC – European External Action Service – European Commission partnership*.
- EUNIC operates through its network of 125 **clusters** in 96 countries. Clusters are the network's branches, established where at least three EUNIC members are represented. Clusters engage in cultural relations, co-creating activities with partner organisations based on local strategies implemented in partnership with EU Delegations, civil society partners and local authorities.
- EUNIC is one of the 28 **European networks** supported by the Creative Europe programme of the European Union. It has continuously benefited from this support since 2014 and will submit an application for the new funding cycle in 2021.
- The EUNIC office is the **secretariat** of the EUNIC network, based in Brussels. The secretariat supports EUNIC members in the delivery of collaborative work worldwide, advocates for European cultural relations, and facilitates knowledge sharing and capacity building between the people of the network. The office is registered as an AISBL, an international non-profit organisation under Belgian law, and was established in 2012.

Purpose

- To support EUNIC members and clusters in implementing EUNIC's vision and strategy as agreed by the EUNIC General Assembly.

Accountabilities and responsibilities

- To ensure that the strategic vision and decisions of the EUNIC General Assembly and Board of Directors, in particular those relating to the annual operational plan, are effectively implemented. To document, report and evaluate performance and outcomes.
- To be responsible for the budgetary and financial management of the EUNIC office, based on the annual income and expenditure targets agreed by the General Assembly, in accordance with Belgian and EU institutions' standards, including budget planning, forecasting, monitoring and reporting, and providing data to external auditors in the format required, as well as reporting.
- To be responsible for the effective management of the EUNIC secretariat consisting of six staff members.
- To continue to professionalize EUNIC's worldwide capacity to deliver cultural relations projects according to EUNIC's Strategic Framework and in the broader framework of the EU strategic approach to cultural relations.
- To organise, and, if needed, facilitate meetings such as the biannual General Assembly and Board of Director meetings, and to conceptualize and chair other meetings, workshops and seminars with the different EUNIC stakeholder groups, such as Heads, Focal Points and Cluster representatives, held both online and offline.
- To strengthen EUNIC's advocacy towards the EU institutions by creating and deepening working relationships with EU officials and MEPs to ensure an effective EUNIC contribution to their policy and planning in cultural diplomacy and cultural relations.
- To strengthen EUNIC as a network, by creating and maintaining close links with EUNIC member organisations, their Directors and focal point colleagues, and with EUNIC clusters.



- To supervise EUNIC's Crossroads for Culture project, funded by the EU's Creative Europe programme, which aims to strengthen the network and build the capacity of EUNIC members, and to oversee its activities such as the Job Shadowing Initiative and the EUNIC Siena Cultural Relations Forum.
- To supervise EUNIC's European Spaces of Culture project, a project implemented in partnership with the European Commission and the EEAS, aiming to test and implement new European cultural relations models.
- To supervise other EU and partner funded programmes and projects and supervise project applications and implementation, such as the NDPC project.
- To build strategic partnerships with EU institutions and other international organisations or networks, and to conceptualize and oversee research opportunities.
- To supervise and further develop EUNIC's media relations and communication tools, including newsletter, website, social media channels, and press releases.

Qualifications and competencies

- Higher education degree or equivalent
- Experience in a senior level management role, leading diverse and remote teams in different organisations and countries
- Working knowledge of European institutions and their funding mechanisms and processes
- Substantive understanding of EU policy in culture and cultural relations as well as of the EUNIC network
- Excellent strategic planning and implementation skills
- Extensive experience working in an international and multicultural environment, preferably a network
- Extensive experience managing an organisation, preferably a non-profit organisation, including financial management and controlling
- Excellent communication and writing as well as networking skills
- Strong creative thinking skills and the ability to bring innovative solutions
- Strong leadership competencies: supervising a team, delegating tasks, team building, strong resilience and the capability to deal well with stress
- Excellent working knowledge of English and very good working knowledge of at least one other EU language, with a preference for French

Other important features or requirements

The post holder should be an employee of a EUNIC member organisation or have a strong affiliation with a EUNIC member organisation, evidenced by a recommendation letter issued by the top management of a EUNIC member.

As a EUNIC member employee, the post holder remains contracted by their host EUNIC member organisation which will be asked to pledge its engagement to the Principle of Secondment. If that is not the case, the post holder will be employed by EUNIC AISBL.

The post holder will be based in Brussels and will work from the open plan EUNIC office located at BOZAR Centre for Fine Arts at Rue Ravenstein 18, 1000 Brussels.

The post will have considerable travelling requirements worldwide.



The post holder is expected to participate in a handover period of two weeks at the beginning of June 2021 in Brussels.

Application

Applicants are required to complete and sign the (1) **application form** and submit it along with their (2) **Curriculum Vitae** as well as an (3) **official recommendation letter** issued by the top management of a EUNIC member organisation in support of the application, ideally with a reference to the Principle of Secondment (see annex).

NB: Shortlisted candidates might subsequently be asked to provide references.

The deadline to submit applications is Sunday, 28 February 2021, 23:59 Brussels time (CET).

Applications should be sent to EUNIC President Cees de Graaff (president@eunicglobal.eu) with “EUNIC Director Application / confidential” in the subject line.

Timeline for the recruitment of the new EUNIC Director:

- Deadline for application: Sunday, 28 February 2021, 23:59 Brussels time (CET)
- Announcement of shortlisted candidates: mid-March 2021
- Interviews: mid/end-March 2021
- Handover period: two weeks at the beginning of June 2021 in Brussels
- Start of post: 1 August 2021



Annex: Principle of Secondment

Under the principle of secondment, a staff member of any EUNIC member organisation can be delegated to occupy the position of EUNIC Director over a period of 3 years, with a possibility of an additional period of 2 years.

If the post holder is an employee of a EUNIC member organisation (hereinafter called host organisation), they shall take the post under an agreement between EUNIC AISBL and their employer, for instance a Secondment Memorandum of Understanding (MoU).

The post holder shall remain employed or contracted by their host organisation, and remain subject to their terms and conditions of employment for the whole period of their secondment, and after (subject to their employment conditions before taking up the EUNIC Director post).

The host organisation shall be responsible for posting arrangements and for the required administrative actions to enable the post holder to work in Belgium. The post holder shall be based in Brussels and work from the EUNIC AISBL office (Rue Ravenstein 18, 1000 Brussels).

Each of the two Signatories of the Secondment Memorandum of Understanding may terminate the agreement by notifying the other Signatory at least three months prior to the intended date of termination to the other Signatory. This termination may not take place during the first nine months after the signing of the MoU.

The secondment does not affect in any way the nature of the relationship between the employee and their employer, nor does it create any obligations to EUNIC towards the employee.

The host organisation is entitled to receive from EUNIC, as reimbursement, all the expenses related to its obligations, concerning among others the salary, including taxes, obligatory fees, social security obligations, holiday allowances, housing, overseas allowance and any other costs related to their expatriation, rising to an annual amount of EUR 125,000. This amount shall be transferred, through monthly instalments, from the EUNIC account to the host organisation.

Should the expenses related to the host organisation's above-mentioned obligations rise over the provided annual amount, EUNIC is not be obligated to cover them. The host organisation shall be responsible to cover any exceeding expenses under the aforementioned conditions.

Expenses related to business trips or other expenses related to the performing duties of the post holder are excluded of the previous provision and shall be directly borne by the EUNIC budget.

