



WE'RE HIRING!

Associate Director (maternity leave cover)

About us

The mission of [Zero Waste Europe \(ZWE\)](#) is to **empower communities in order to redesign our relationship with resources**. We campaign for zero waste strategies in Europe and beyond, and support local groups and change agents who have the potential to drive change in their region. Currently, ZWE is the only pan-European organisation specialising in waste issues from prevention to disposal and on local, national and European levels. ZWE is the European chapter of the [Global Alliance for Incinerator Alternatives \(GAIA\)](#).

ZWE is an independent, nonprofit association created in late 2013 in the Netherlands aiming to:

- Promote zero waste strategies in Europe and elsewhere;
- Act as a catalyst for European good practices in the field of circular economy, waste, and resources;
- Empower local groups to develop community-based strategies for the prevention, reduction, separation, recycling, and composting of waste;
- Promote a responsible treatment of waste and prevention of non-sustainable solutions such as landfilling and incineration;
- Increase awareness about the health effects of the current economy of waste disposal, and promote non-toxic alternatives;
- Promote environmental and social justice.

We are a successful and fast-growing NGO where personal development, fairness and inclusiveness are high on the agenda.

About you

You are a strategic thinker, able to think holistically yet capable of turning ideas into concrete actionable projects, and enjoy leading and facilitating processes. You are proactive, flexible, comfortable with uncertainty, and embrace complexity.

You know how to run a mid-sized organisation and coordinate programmes, including developing strategies and funding proposals, supporting and developing networks, facilitating processes, and coaching other team and network members. You can handle stress and uncertainty and you are



familiar with the zero waste philosophy. You have a good knowledge of network NGOs and social businesses.

You excel at personal relations, are organised, attentive to detail, and capable of running different tasks simultaneously.

About the role

The Associate Director (AD) is a member of the Management Team, together with the Executive Director and the Operations Director. The AD ensures the effective implementation of ZWE's vision and strategic framework, by coordinating the teams and programmes, ensuring maximisation of synergies on content and strategies, and supporting fundraising efforts. The Associate Director currently provides leadership to projects linked to social businesses and impact investment communities, and the replacement will be expected to engage on these topics as well.

The core responsibilities of the Associate Director are to:

Leadership

- Work with Executive Director to design the vision and strategic plan of the organisation
- Lead on the effective implementation of the vision and strategic plan to guide the organisation
- Lead on the teams/programmes coordination to ensure decentralisation, maximisation of synergies and ambitious delivery of ZWE's plans
- Coordinate the day-to-day operations of the Board, ensuring regular meetings and delivery of their responsibilities
- Represent the organisation to enhance the organisation's profile
- Act as European Regional Coordinator towards GAIA International team
- Provide strategic direction to membership expansion, development and relationships
- Ensure the continuous consolidation of ZWE network by providing strategic support to members and maximising potential synergies and opportunities for collaboration

Representation

- Represent and act as a spokesperson for the organisation
- Represent ZWE in meetings with funders
- Represent ZWE in discussions with partners, alliances and networks
- Represent ZWE in network of directors of INGOs network

Organisational management and strategy

- Be responsible for internal cohesion and integrated strategy and implementation (between programmes, content and strategies)



- Organise the implementation of the strategic framework incorporating goals and objectives that work towards the strategic direction of the organisation
- Provide support to the Operations Director in the efficient and effective day-to-day management of the organisation beyond and above the work programmes

Programme coordination and management

- Oversee the development and implementation of ZWE's programmes and services
- Foster the development of transversal projects and activities across the organisation
- Ensure the monitoring of the impact of the programmes and services of the organisation to maintain or improve quality and ensure the organisation and programmes are in line to meet the long term goals
- Provide support to the Operations Director in the operational planning and evaluation of the organisation's programmes and services

HR planning and management

- Line manage senior staff and provide appropriate leadership
- Determine staffing requirements for organisational management and programme delivery and intervene in the last stages of selection process
- Provide support to the Operations Director in implementing a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Oversee internal work regulations and intervene through disciplinary measures when necessary using appropriate techniques

Fundraising and financial management

- Together with the Executive Director, and in collaboration with programme coordinators, develop and implement a fundraising strategy to secure adequate funding for the operation of the organisation and programmes
- Support the team in the development and submission of fundraising plans and funding proposals, as well as sign off funding applications
- Answer invitations to projects and participate in fundraising activities as appropriate
- Identify opportunities and support the development of alternative revenue streams
- Develop, expand and maintain relationships with donors
- Oversee the provision of comprehensive and regular reports on the revenues and expenditure of the organisation to the Board
- When needed, approve expenditures within the authority delegated by the Board



Risk management

- Provide support to the Operations Director to ensure that the Board and the organisation are well protected from risks

Person specification

Experience

Essential

- At least 3 years' work experience in a similar position or 7 years in programme and team management role, with increasing levels of responsibility
- Demonstrated and successful experience in developing programmes and organisations
- Experience of working within the non-profit sector at the international level, social enterprises, and ideally impact investment communities

Desirable

- Experience with social/environmental campaigning with NGOs
- Experience of working with EU and non-EU foundations
- Experience in developing earned incomes within an NGO
- Experience in managing networks and facilitating processes

Knowledge, skills and understanding

Essential

- A university degree relevant for the position
- Demonstrated experience of line management of 3+ staff
- Excellent command of spoken and written English, and French or Dutch, as well as ability to work with non-native English speakers

Desirable

- Knowledge and experience in business development
- Understanding of environmental issues, in the field of resource & waste management, climate, or environmental justice
- Solid IT competences with collaborative tools (Google Drive, Slack, Trello)

Personal qualities

Essential

- Outstanding communication and interpersonal abilities
- Initiative, self-motivation, and team player
- Problem-solving attitude and results-oriented
- Commitment to accuracy, efficiency and a high standard of work
- Ability and willingness to use initiative and take decisions under pressure and uncertainty
- A strong commitment to Zero Waste Europe's ethos and network structures



- Willingness to work with flexible schedule, as required

Location, Compensation and Work Environment

This is a full-time position based in Brussels. The contract will cover for maternity leave starting as soon as possible and it will end Friday 29th of October 2021, included. A valid working permit for Belgium is required.

We offer a competitive NGO salary plus benefits, including lunch vouchers, a 13th month proportionate to your time worked during the year, 20 vacation days plus 4-10 extra-legal holidays, travel insurance, additional maternity/paternity leave, and other similar employment protections.

Salary will be offered according to a transparent bandwidth defined by the internal salary policy of the organisation and depending on your experience.

We take pride in our ability to support one another's work in an atmosphere of mutual trust and respect, and look forward to introducing the successful candidate to our welcoming and highly motivated team and network members.

Start date: As soon as possible, ideally by mid-February 2021.

Equal Employment opportunity

ZWE is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

TO APPLY:

Please send your CV, motivation letter with two references in English by filling in the following form: <https://forms.gle/53xA4tGXu3pgCGi7A>. Please note that only the applications sent via this form will be taken into account. We can only guarantee that short-listed candidates will be contacted. Position remains open until filled.

Deadline to apply: January 11th, 2021, at 23:59 CEST. First round interviews will take place January 13-15th.