

European Youth Forum – Secretary General



Who we are

The European Youth Forum (YFJ) is the voice of young people in Europe. We represent more than 100 youth organisations, bringing together tens of millions of young people from across the continent. We empower young people to participate actively in society and advocate for their rights, democracy, and sustainability at both the European and global levels. We stand up for young people's rights and strive to build societies where they are empowered and encouraged to reach their full potential as active global citizens.

We are currently recruiting a **Secretary General**, based in **Brussels**, to lead and coordinate our Secretariat. The selected candidate will hold one of the highest leadership positions in the European youth movement and is expected to take up the role in late 2026.

The Secretary General will be nominated by the Board of the European Youth Forum, with the nomination subject to ratification by the General Assembly on 13–14 November 2026.

What you'll do

In this role, you will be responsible for the delegation of tasks, supervision, and coordination of the work of the YFJ Secretariat, as well as the day-to-day management of the organisation. You will act under the authority of the Board and within the approved budget.

Responsibilities

- Lead a Secretariat of 38 staff members based in Brussels.
- Delegate responsibilities and work closely with the Senior Directors team.
- Articulate and promote the organisation's vision internally and in external public settings.
- Ensure the financial sustainability of the organisation by managing an annual budget of approximately €4 million from diverse funding sources.
- Support and report to the Board, composed of 11 young volunteers, while working in close partnership with the President.
- Diversify, secure, and strengthen funding for both the organisation and its member organisations.
- Lead the preparation of the annual work plan, budget, and long-term strategic plan.
- Communicate clearly and effectively with staff, members, and the wider youth community.
- Lead the organisation's crisis management efforts, supporting members and young people across Europe.
- Deliver advocacy outcomes that strengthen the rights, quality of life, and active participation of young people in Europe and beyond.
- Support the successful organisation of two major statutory meetings each year, bringing together around 200 participants to shape the direction of the organisation.
- Lead and follow up on meetings with Trade Union Representatives.
- Foster a positive, collaborative, and inclusive organisational culture and team community.

The person we are looking for

The successful candidate will:

- Be fluent in English.
- Have at least 10 years of professional experience, including a minimum of 6 years in leadership roles.
- Have experience leading and managing managers.
- Be based in or around Brussels, Belgium, or be willing to relocate.
- Demonstrate strong interpersonal skills, with the ability to make difficult decisions and establish clear boundaries.
- Possess strong organisational, project management, and strategic planning skills.
- Be willing and able to work flexible hours, including weekends when required (approximately eight weekends per year).
- Demonstrate a strong commitment to diversity, equity, and inclusion, and actively promote these values throughout the organisation.

What we offer

- One of the leading leadership positions within the civil society sector in Europe.
- Regular engagement with senior representatives at the national, European, and global levels.
- An international, dynamic, and mission-driven working environment.
- A passionate and highly skilled team.
- Access to an alumni support network.

The mandate is for an initial term of three years. It may be renewed for an additional two-year period, subject to a proposal by the Board and ratification by the General Assembly.

The gross monthly salary is **€6,650**.

In addition, the position includes the following benefits:

- 13th-month salary.
- Work permit support, where required.
- A relocation package.
- DKV hospitalisation insurance and A–Z insurance coverage.
- Teleworking arrangements and related allowances.
- Eco-cheques (pro rata).
- Five additional extra-legal leave days (pro rata).
- A STIB annual public transport subscription.

Selection process

To apply for this vacancy, please click "**Apply now**" and complete the application form by:

- Filling in your personal details.
- Uploading your CV and cover letter.
- Answering the questions included in the application form.

The application deadline is **16 August 2026 at 23:59 CET**.

Candidates may be asked to respond to follow-up written questions from the selection panel between **20 and 24 August 2026**.

Shortlisted candidates will complete a FACET5 psychometric assessment administered by the external recruitment agency, Mavence Belgium SRL, and participate in scenario-based interviews between **26 August and 16 September 2026**.

Interviews are expected to take place between **21 and 30 September 2026**.

Final candidates will present themselves and answer questions from the Member Organisations during the European Youth Forum General Assembly on **13–14 November 2026**.

The successful candidate will be expected to start as soon as possible thereafter.

<https://www.youthforum.org/>