

Call for Secretariat members



Youth Empowerment for a better life!

Deadline for applications: 5th November 2010

Applications to jan.peloza@noexcuse.si



This publication arises from the project Alcohol Policy Youth Network which has received funding from the European Union in the framework of the Health Programme.

APYN Secretariat open call

1. What is APYN?

The Alcohol Policy Youth Network (APYN) is a direct outcome of a series of political processes that continuously asked for higher youth participation in the definition, implementation and evaluation of policies and programmes tackling the harmful consumption of alcohol.

During our first Constitutive meeting that was held in March 2008 in Budapest we gave birth to the first ever all embracing youth network on Alcohol harm reduction and identified the working areas the future network would tackle, the needs that youth organisations must satisfy to be more involved in alcohol policy-making and its implementation, as well as developing the first action plan of the network for the coming two years (2008-2009).

2. What is the APYN Secretariat?

In order for APYN to be implemented in accordance to the objectives set out by the strategic plan, a Secretariat has been put in place the 1st of January 2008.

The Secretariat is led by the APYN Coordinator, responsible for the management of the Human Resources but also for securing the implementation of objectives laid out in the Strategic Plan for the Secretariat, as well as for lobbying and fundraise for the APYN's needs as agreed by its members, and to represent APYN when such is requested by members, partners and Institutions.

The General Coordinator is appointed for a mandate of two years. This period can be shorter (1 year) or longer (up to 4 years) according to the decision of the majority of the members during the Annual Meeting depending on the circumstances of the moment, being that in no circumstance can the General Coordinator receive a mandate longer than 4 years in one single mandate or through accumulated mandates.

During the last APYN Annual meeting that took place in Lisbon from 15th to 17th November 2010, Jan Peloza was appointed as Interim General Coordinator. The members had ratified amendments to APYN 2010-2011 Work plan (find attached), which the Interim General Coordinator is responsible to carry out to completion until 31st December 2010.

APYN will in 2010 and 2011 have four main departments within the Secretariat:

- Training and membership,
- Alcohol Policy,
- Institutional Follow-up and
- Press and Communication.

Each department will have a director and a team to be defined by each one of the directors (the team members will be identified among the member organisations through an open call procedure), being that the director will be on a part/full time contract under APYN (whenever possible), otherwise the directors will have their costs for working for APYN covered (travel, local transportation, food and lodgement), and they will be volunteers.

The APYN Coordinator is responsible for the selection of the Secretariat members, being that, before appointing new people the General Coordinator will make a proposal for the Member Organizations and send all the documents (CV, motivation letter, etc.) for comments. If no comments received, the General Coordinator will appoint the person regardless and he/she will have to justify his/her choices in written to the members upon selection.

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3. Criteria for Secretariat Members

The Secretariat is composed of young people that fulfil the following criteria:

- Older than 18 and younger than 35;
- Experienced in youth work and/or youth/alcohol policy (a minimum of 2 years experience);
- Knowledge on the Youth organisations and their diverse functioning and membership;
- The Secretariat is composed with consideration of gender and regional balance and its implementation to the highest degree possible.

A Secretariat Member will be appointed until 31st December 2011 with the possibility of being renewed once for two extra years, being 4 years the maximum time one can serve in the APYN Secretariat.

4. Ineligibility rules for Secretariat Members

- No candidates will be considered if they do not meet the criteria set out above for any of the positions;
- No candidate who has served 4 years on APYN's Secretariat can be considered for any of the positions;
- No member of APYN can have more than one person nominated and appointed to the Secretariat at any point.

5. An Open call for APYN Secretariat members for 2010-2011

Following the ratified APYN 2010-2011 Work plan, Guidelines for Secretariat appointments and the identified need to restart the work on the APYN project, the Interim General Coordinator launches a call for a/an:

- Press and communication director,
- Alcohol policy director,
- Institutional follow-up director and
- Deputy Training and membership director¹.

Individuals (members of the members' organizations) should send the required documents the latest on 5th November 2010 by midnight to jan.peloza@noexcuse.si.

The application consists of:

- the fulfilled application (attached),
- a motivation letter (max one A4 page, font Arial 12pts) and
- an Europass CV (attached guidelines and template).

The results will be announced the latest on the 8th November 2010, when the members will be notified about the selection. The members will have the opportunity to comment on the selection until 10th November 2010 by midnight.

¹ On the annual meeting in 2008, Ms Bettina Kisery-Nagy was appointed Training Director until the end of the APYN project, i.e. 6th June 2011