



Caravan, the International Youth and Social Circus Network,
is offering a challenging opportunity for a motivated

DEVELOPMENT MANAGER

THE OPPORTUNITY

Following a period of significant growth and development, Caravan is seeking an experienced and confident **Development Manager** to lead the international network into its next phase. The successful candidate will understand the power of the arts, be highly-motivated, a problem solver, fluent in English and French and brilliant at connecting individuals and organisations from all around the World.

THE ORGANISATION

The international non-profit association CARAVAN was officially founded in October 2008 with 6 European youth and social circus organisations. In 2019, Caravan gathers 35 members from 25 countries. Out of the 35 organisations, 26 are European with other members hailing from all over the world. Together, they share the common objective to promote circus practices in youth education and to encourage the development of the youth and social circus sector through concrete actions such as youth exchanges, training for trainers' programmes and research projects.

All through the years, Caravan has gained knowledge in the field of Youth and Social Circus, not only thanks to its concrete activities but also thanks to the research carried out in the framework of the Erasmus+ programme. Caravan research projects aim to professionalise the sector by creating the first third level education for youth and social circus teachers.

Caravan members work in their local and national contexts and work together on the international level. They use circus arts to invent new possibilities for the social and professional inclusion of people with fewer opportunities. The network supports its members in advocating for the positive benefits of youth and social circus. International advocacy helps the members to gain recognition and support within their own local context and with local authorities.

For more information, please visit : www.caravancircusnetwork.eu and <https://www.facebook.com/caravan.circus>

THE ROLE

Development Manager

- **Responsible to:** The Board of Caravan.
- **Responsible for:** Communications and Projects Coordinator.

- **Hours:** 0.75FT, flexible working pattern.
- **Salary:** Based on experience and on [CESSOC Salary grade scale](#).
- **Location:** Caravan team will be located in Ecole de Cirque de Bruxelles, Belgium
- **Role purpose** – As the most senior member of staff, the Development Manager works with the Board to ensure Caravan is effective in achieving its purpose, vision and mission. The post holder is responsible for ensuring development of the organisation through income generation and diversification as well as providing leadership and effective governance, management and evaluation.

Key responsibilities and main duties

- **Organisational development** - Strengthen Caravan's position through diversifying its income, building its supporter/member base, developing new partnerships and ensuring all work is of high quality and appropriately evaluated.
 - Project and programme development
 - Membership, growth of the network and new partnerships
 - Quality control, research and evaluation
 - Financial sustainability
- **Governance, management and leadership** – Ensure Caravan's administration, financial systems, decision-making and partnerships are strong, effective and beneficial to Caravan's membership and objectives.
 - Organisational governance
 - Annual priorities and strategic planning
 - Leadership and management
 - Financial management
- **Operational management** – Ensure Caravan runs smoothly day to day and that the profile of the organisation develops and grows year on year.
 - Communications, events and profile
 - Finance
 - Administration
 - Undertake any other reasonable duties requested by the Board or other staff.

Person specification

Caravan's next Development Manager will be a resourceful individual who is comfortable thinking creatively, solving problems and exploring new and different ways of working. With a track record of securing European funding, managing projects and leading and listening to people from all around the World. They will also have experience of working in a social/community/education context and

an enthusiasm for circus as a tool for improving outcomes for children, young people and communities.

Therefore, we are looking for someone with the following:

- **Education**
 - Master's degree in International Cooperation, Political Sciences, Social Sciences or related fields.

- **Skills/strengths**
 - Communication:
 - Native English speaker or very high level of fluency in English, with exceptional written English.
 - Fluency in French (any other additional language is an asset).
 - Skilled communicator with an ability to convey complex information clearly to an international audience.
 - Incredible networker and able to develop strong, effective, relationships quickly.
 - Diplomatic and a great judge of character.
 - Able to take others' on the journey, develop their thinking, engagement and involvement.

 - Business:
 - Strong commercial and business acumen.
 - Numerate and good at managing tight budgets accurately and creatively.
 - Strong attention to detail, incredible administrator and motivated by deadlines.

 - Personal:
 - Able to act on own initiative and develop opportunities and ideas quickly.
 - Capacity to travel overnight on average once a month and on a low budget.
 - Adaptable, creative, energetic.
 - Resilient, supportive and both willing and able to take and give feedback/criticism and direction.
 - Infectious energy and drive.

- **Knowledge/experience**
 - Management:
 - Minimum 2-years' of experience in European project management
 - Experience of managing budgets in excess of 100,000 Euro.
 - Minimum of 2-years' experience of working for a similarly sized organisation(s).
 - Experience of working with people based all around the World and the challenges and opportunities this brings.

 - Financial/funding:
 - Experience of managing complex budgets and the requirements of funding bodies.
 - Knowledge of the European funding programmes.
 - Experience of completing funding applications for various European/international funds and a track record of success across more than one type of grant/income stream.

Desirable

- Knowledge of the European circus or cultural sector is an asset.
- Appreciation of the complexities of living and work abroad, as appropriate.

- Experience of working for a membership/network organisation.

CONDITIONS

This is a **one-year contract** expected to start on Monday 13th January 2020 (negotiable). Hours are 28,5 hours per week and can be flexible to suit the employee. The position is based in Ecole de Cirque de Bruxelles. Normally weekend work is not required except during Caravan events. Overtime will be compensated in time off in lieu.

Monthly salary will depend on employee's experience and on CESSOC Salary grade scale

HOW TO APPLY

To apply please send your CV (max. two pages), cover letter (max. one page) and salary expectation to Caravan Chairperson Vincent Wauters: info@caravancircusnetwork.eu

Please also provide two reference and confirm if either can be contacted before the interview date.

The closing date for applications is Sunday 17th of November.

- First round of interviews for suitable candidates will be held on Skype on the 27th and 28th of November 2019
- Selected candidates will attend a second interview in Ecole de Cirque de Bruxelles on Monday 16th of December 2019

Please contact info@caravancircusnetwork.eu for more information.