



Programme Officer

Duration: Indeterminate

Remuneration: Voluntary, Non-Remunerated

Location: Belgium or Overseas Possible

Deadline for Applications: 01/08/2023

Position Overview:

The Programme Officer at MUNers Across Borders (MAB) plays a vital role in the planning, coordination, and implementation of various programmes and initiatives aimed at fostering global understanding and cooperation among youth through Model United Nations (MUN). As the Programme Officer, you will work closely with the Programme Coordinator and other team members to develop engaging and educational programme content, support programme logistics, and ensure the successful delivery of MAB's mission. This position offers an exciting opportunity to contribute to the growth and impact of MAB's programmes and make a positive difference in the lives of young participants.

Responsibilities:

1. Programme Development and Design:

- Collaborate with the Programme Coordinator to conceptualise and develop programme content that aligns with MAB's objectives and target audience.
- Conduct research on global issues and current events to ensure programme content is relevant, educational, and engaging.
- Design interactive and impactful sessions, simulations, and workshops that enhance participants' understanding of diplomacy, leadership, and global challenges.

2. Programme Implementation and Support:

- Assist in the coordination and delivery of MAB's programmes, ensuring smooth logistics, timely communication, and efficient resource allocation.
- Provide support to programme participants, including answering inquiries, providing information, and offering guidance throughout their engagement with MAB.
- Collaborate with facilitators, speakers, and trainers to ensure they have the necessary resources, materials, and information for programme sessions.

3. Participant Engagement and Evaluation:

- Support the recruitment and selection process of programme participants, ensuring diversity, inclusivity, and equal opportunities.
- Foster a supportive and inclusive learning environment by promoting effective communication and collaboration among programme participants.

- Assist in the evaluation of programme effectiveness and impact, collecting participant feedback and making recommendations for programme improvement.

4. Collaboration and Partnerships:

- Collaborate with other MAB team members and external stakeholders to identify partnership opportunities that enhance programme offerings and expand MAB's reach.
- Establish and maintain relationships with educational institutions, MUN organisations, and relevant stakeholders to enhance programme impact and sustainability.
- Represent MAB at conferences, workshops, and meetings, showcasing the organisation's programmes and initiatives to potential partners and participants.

Suggested Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Proven experience in programme development, coordination, or implementation, preferably within the non-profit or education sector.
- Strong knowledge and understanding of Model United Nations and its role in youth development and global understanding.
- Excellent organisational and project management skills, with the ability to multitask, meet deadlines, and handle multiple projects simultaneously.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
- Passion for youth empowerment, global issues, and creating positive social change.

As the Programme Officer at MUNers Across Borders, you will contribute to the design, coordination, and implementation of impactful programmes that inspire and educate young participants in the field of Model United Nations. Through your dedication and expertise, you will help foster global understanding and cooperation among youth, empowering them to become leaders in an interconnected world.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium but across the world. Expected time is around 5-10h a week, with deviations upon request and in-discussion with the team.

How to Apply

Please submit your application on the form on the MUNers Across Borders - World MUN Day [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time.

For any queries please reach out to recruitment@worldmunday.com