

Programme Officer

Duration: 1 Year (Renewable)

Remuneration: Voluntary, Non-Remunerated

Location: UK, Belgium, or Overseas Possible

Deadline for Applications: 01/07/2024

Position Overview:

The Programme Officer is responsible for developing the programme of the Summit, and inviting and coordinating speakers to support the Summits mission and objectives

Responsibilities:

- Design and plan the programme, workshops, and sessions of the 2025 Summit
- Coordinate with internal and external stakeholders to deliver the Summits activities.
- Invite and coordinate speakers in cooperation with the Summit Director and Managing director
- Provide support and guidance to speakers, participants, and volunteers

Suggested Qualifications:

- Model UN experience or experience with previous Model UN Summits
- Bachelor's degree in international relations
- Previous experience in programme management or community development.
- Knowledge of Summit design and evaluation methodologies.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team environment.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium and the UK but across the world. Expected amount of time the position takes is from 5-10h a week, with deviations upon request and in-discussion with the team. You will be expected to attend team meetings twice a month, and the position will intensify closer to the start of our main Summit in Q1 2025.

How to Apply

Please submit your application on the form on the MUNers Across Borders [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 philippe@worldmunday.com