



# Risk & Compliance Manager

Global Office (Brussels)

Youth For Understanding International Educational Services (YFU IES)

## 1. Background

Youth For Understanding (YFU) advances intercultural understanding, life-long learning, global competence, mutual respect, and social responsibility through transformational educational exchanges for generations of youth, families, and communities, supported by dedicated volunteers and professional staff.

YFU is a volunteer-based global non-profit community driven by the passion of people, consisting of 55+ member organizations across six continents. As a leader in intercultural exchange and educational programs for more than 60 years, YFU has impacted more than 270.000 students – and their host families, schools and networks – and more than 70.000 volunteers.

Our new global strategy sets the direction to operate as one global organization, and our organizational structure is currently being reorganized to meet the changed needs of our global YFU community.

To support its Global Office in effectively monitoring member organizations' performance and compliance, supporting members' organizational development, further developing our crisis and risk management, we are looking for a dedicated and experienced **Risk and Compliance Manager**.

## 2. Position

The Risk & Compliance Manager reports to the Secretary General and is responsible for compliance monitoring, risk and crisis management and members' organizational development at YFU's Global Office.

This new role has been created in Brussels to ensure compliance, strengthen performance and accountability, increase resilience of member organizations as well as reinforce the stability of YFU globally.

## 3. Responsibilities

### 1. Effectively monitor member organizations' performance and compliance

- ✓ Develop and set up member mechanism to monitor performance and compliance of member organizations (i.e. accountability framework);
- ✓ Regularly monitor member organizations against required standards, report findings and address non-conformities through improvement measures and development of tools and proactive solutions;
- ✓ Coordinate the development of standardized compliance policies at global level (e.g. data protection, child safety);
- ✓ Establish and operate a functioning, trusted and efficient complaint and whistle blowing mechanism to provide additional channels for effectively monitoring performance and compliance across the organization.

### 2. Support and coordinate member's organizational development

- ✓ Coordinate and collaborate with strategically relevant member organizations to strengthen their operations, capacities and organizational set-up;
- ✓ provide strategic support, tools and best practices for long-term organizational development of member organizations;
- ✓ Support the intervention with critical non-performing and non-complying member organizations to secure operations;
- ✓ Provide short-term support, resources and actions to address and solve critical issues of member organizations in crisis.

### 3. Strengthen and further develop crisis and risk management at global level

- ✓ Update and maintain global crisis and emergency management procedures;
- ✓ Develop additional protocols for emergency plans;
- ✓ Coordinate international emergencies and crises, if they arise;
- ✓ Develop a comprehensive risk register and risk management system;
- ✓ Regularly review processes and procedures to identify potential improvements;
- ✓ Monitor key risks for YFU globally and suggest and coordinate risk management and mitigation actions at member organization or global level to safeguard operations



- ✓ Report periodically on high risks and action taken;

#### 4. **Candidate profile and qualifications**

- ✓ A Diploma or Master's degree in business administration, law, organizational development, engineering, or related discipline;
- ✓ 8-10 years of professional experience at senior level, with minimum of 5 years (risk/compliance) management, organizational development, change management, business consultancy or other related fields;
- ✓ YFU or relevant market experience is a key asset;
- ✓ Knowledge of ISO standards on quality assurance, risk management, auditing is an advantage;
- ✓ Awareness of the different types of business risks, methods and application of controls, reporting and monitoring of them, and process design/ implementation
- ✓ Proven analytical ability, problem solving skills, data analysis and detailed investigation skills
- ✓ Proven outstanding interpersonal skills, good sense of humor, team player, open-minded, creative and innovative, quick learner, entrepreneurial and culturally sensitive
- ✓ Detail-oriented and efficient organizational, project and time management skills, working with virtual teams
- ✓ Outstanding written and verbal communication skills in English, other languages (e.g. Spanish, French) are an asset
- ✓ Available for light travel (international)

#### 5. **Framework: What we offer**

- ✓ A Belgian employment contract, initially limited to 12 months
- ✓ A competitive salary and a comprehensive employee benefits package
- ✓ The opportunity to create and operate a creative and meaningful global function
- ✓ An attractive level of autonomy and responsibility in an intercultural, collaborative and energetic working environment
- ✓ Work in a small organization with a diverse and committed team to deliver impact
- ✓ The opportunity to contribute to a mission-driven organization with global operations

#### 6. **Application details**

- ✓ Meaningful application, including motivation letter with expected salary and comprehensive CV including references and current/ past salary
- ✓ Submit by email to the hands of Michel Ballieu to [work@yfu.world](mailto:work@yfu.world) with reference "Risk & Compliance Manager" (in email title)
- ✓ Valid EU work permit necessary
- ✓ Location: Brussels, Belgium
- ✓ Starting date: immediately, or as per availability

***YFU encourages any person with the required qualifications to apply, without distinction to gender, disability, social or ethnic origins, religion, convictions or sexual orientation. YFU recognizes different types of experience, including professional and volunteering.***