

# Job Profile

## ECG Management Team member

The ECG Management Team (EMT) is the operational decision-making body of the international movement. It comprises the Federation Management Team (FMT) which supports the Federation Members Council and acts together with the International Coordination Team (ICT), which supports the Delegates Assembly.

Current members of the EMT are Christian Felber, Gus Hagelberg, Manfred Jotter, Heidi Kharbhih, and Bridget Knapper. We are seeking a sixth member of the team on the ICT side.

This is a paid position currently € 1,000 - per month incl. taxes. They are a contractor of the International Federation. This job takes 8-10 hours per week, meetings of the EMT take place generally on week-ends (approx. 5 meetings per year). This position is approved by the Delegates Assembly.

The new member will work as a member of the team in its joint decision-making across a range of issues relating to operational management and movement coordination, with specific responsibility for the following areas:

### Tasks

The tasks according to the job description are:

#### IT

- Coordination of the cooperation between IT – Hub, IT Employees and the movement.
- Assure that IT tools help the movement to perform its tasks in an easy way.
- Assure that everyone in the movement can use the tools and understand them.

#### Project Portfolio Management (PPM) & Service Portfolio Management (SPM)

- Reception of international project ideas, prepare decision making process, evaluation of them and send them to finance to look for funding in case of approval.
- Coordination of PPM team.
- Maintain the PPM database and make it transparent in the ECG Wiki.
- Follow-up of approved projects

Note: the main difference between a service and a project is that a project has a start and an end and the service is provided each year. For example: the newsletter is a service provided to the movement, but the translation of the handbook into English would be a project.

#### Legal issues

- Direct legal experience and qualifications are preferable for this role, but not mandatory
- Contact person for legal affairs of the international movement
- Provide legal advice and assistance with legal issues.
- Clarification of legal issues and accompanying legal disputes, including support of trade-marking
- Draft contracts, agreements, terms and conditions of services provided on behalf of ECG, including all internal associations, federation, hubs, working groups as well as external third parties, collaborators and partners in order to protect the ECG commons and mitigate legal risks
- Liaise with the ECG Data Protection officer to ensure compliance with data protection regulations at international and national level.

## Hub host

- Coordination with the hubs in terms of information flow and reporting (each member of EMT has link responsibility to individual hubs, the hub host would be an overall coordinator)

## Contractor

International Federation for the Economy for the Common Good e. V., Hamburg,

## Service objectives

### short-term

- Increase Align the IT Hub's operations with the priorities of the movement, create a strong link to other movement entities
- Assure timely and effective decisions for projects and services, wit fully transparent and comprehensive records of decisions made

### long-term

- Increase the digitalisation and automation of processes, procedures, tools and platforms
- Create robust, transparent and accessible data to enable the growth of the movement, knowledge transfer and capacity for innovative thinking and content creation
- Set up and coordinate an international legal team to assure reliable legal support and security
- Collaborate with the ECG Management Team to assure effective operations in line with the strategic goals which are to:
  - Raise awareness amongst the public about the concept of the Economy for the Common Good (ECG) and its values
  - Ensure the quality and effectiveness of the ECG Balance Sheet
  - Promote the ECG Balance Sheet amongst municipalities and raise the number of municipalities with an ECG Balance Sheet
  - Raise the number of companies and organisations with an ECG Balance Sheet
  - Form and maintain lasting relationships with companies/organisations who do the ECG Balance Sheet

## Person Description

- At least 3 years experience as an active member in the ECG movement
- Experience of working in an international context within the ECG movement
- Ability to work in an international team in a complex and rapidly changing environment
- Strategic-minded
- Project management skills
- Goal oriented, result oriented

- Excellent inter-personal and communication skills
- Self-organisation and flexibility
- Good standard of written and spoken English
- Other languages desirable

## Integration in the organisation

Reference Team / Committee: ECG Management Team (EMT)

ECG contact person and supervisor: to be named

Cooperation with: EMT members, Hubs & IT Hub, budget team and other relevant teams of the movement

## Working conditions

Contract Type: Service Contract

Workplace: Hamburg and /or remote working with International in-person meetings

To apply for the position of member of the EMT, please send a CV and a supporting statement outlining your experience and suitability for the role and addressing each point of the person specification to **federation@ecogood.org** by midnight on **23rd May, 2021**.

ECG is committed to equal opportunities and welcomes applications from those who are under-represented in society.