

General Secretary (m/f/d)

Help Volt Danmark to grow!

Are you excited to bring some more of Europe to Denmark, and ready to get more involved in the first truly pan-European party with members all across Europe? Are you a natural at connecting people and curious to learn more about what the work of a Board of a growing political party and movement is like? Apply now to become Volt Danmark's next General Secretary!

What will you do as General Secretary?

The role of the General Secretary is to support the Board with various tasks and responsibilities. This can include administrative and organisational tasks, facilitating coordination between different teams in Volt Danmark and Volt Europa, and assisting functional and local teams in their day-to-day activities and organisation, where needed. The role of General Secretary is a new function that will be introduced in Volt Danmark, but it is a common role in other chapters of Volt. The General Secretary reports to the Board of Volt Danmark and it is a voluntary position.

The exact responsibilities and tasks of the General Secretary can change over time depending on the needs of the organisation, and will be agreed upon between the Board and the General Secretary. They can include:

- Supporting the Board in the organisation of its work and in the management of the requests it receives from the movement (both within and outside of Volt Danmark).
- Supporting the Board with administrative tasks, including related to legal, tech and treasury matters, and with internal communication. • Coordination with the EUR General Secretary Office and General Secretaries in other Volt chapters. This includes attending regular GS coordination calls.
- Assisting with coordination between European, national and local levels across functional teams.
- Supporting functional teams, local teams and working groups in their establishment, planning of activities and with other organisational tasks, where needed.
- Facilitating communication between functional teams, local teams and working groups as well as between those teams and the Board.

You might be the right fit for this role if you are:

- Interested in learning more about the work of the Board, and in helping with organisational, administrative and communicative tasks.



- Good at keeping the overview in a situation where you work with many bottom-up driven activities and teams
- A person that seeks to connect and engage members of Volt and to create a positive and constructive atmosphere.
- Someone who is able to listen to people's needs and respect people's differences
- Able to spend about 5-7 hours per week on tasks and meetings
- A(n aspiring) member of Volt Denmark

Process for applying

Firstly, your application: send a short motivational letter to the Board of Volt Denmark (dk-board@voltdanmark.org) by 28 April 2024. In this motivational letter, please answer the following points:

1. Why would you like to become General Secretary of Volt Denmark? 2. Explain what your previous experience from voluntary organisations has taught you about effectively organising bottom-up movements. 3. Give an example of a time where you created connections between people in a political environment.

After 28 April 2024, you will be invited to discuss your application with the Board of Volt Denmark, so that we can discuss if we are the right fit.

Would you like to become Volt Denmark's General Secretary? We look forward to receiving your application! If you have any questions about the position or application process, feel free to reach out to the Board of Volt Denmark at dk-board@voltdanmark.org.

