IMYD — Deputy Secretary General

Volunteer elected position | Mainly online | Mandate until the 2027 General Assembly

Purpose of the role

The Deputy Secretary General works alongside the Secretary General to strengthen the **overall coordination, administration and internal organisation** of the International Movement of Youth with Disabilities (IMYD).

As IMYD develops its activities, membership and partnerships, you will help connect the work of the Executive Committee, regional representatives and task forces, ensuring that decisions lead to clear responsibilities and practical follow-up.

The workload will be **shared with the Secretary General through an agreed division of responsibilities**, taking account of skills, availability and organisational needs. You will take direct responsibility for defined areas of work and support continuity across the General Secretariat.

Main responsibilities

Coordinate work across IMYD

- Help translate the strategy and priorities approved by the Board into work plans, responsibilities and deadlines.
- Maintain an overview of ongoing activities, identify dependencies and follow up with those responsible.
- Coordinate information between the Executive Committee, regional representatives and task forces.
- Identify delays, gaps or overlapping responsibilities and help the team resolve them.
- Prepare concise progress updates and bring matters requiring decisions to the appropriate body.

Support the Executive Committee and governance

- Help prepare meetings, agendas and supporting documents with the relevant members.
- Record decisions, maintain action lists and follow up on agreed responsibilities.
- Organise meeting schedules, reminders and accessible participation arrangements.
- Support General Assembly preparation, including documents, registration, applications and practical voting arrangements.
- Help develop internal procedures for approval where required and implement agreed ways of working.

Develop tools and manage information

- Organise shared documents, calendars, contact lists and task-tracking tools.
- Establish clear filing, naming and access arrangements so members can find the information they need.
- Maintain reliable records of decisions, activities and organisational commitments.
- Help volunteers use shared tools consistently without creating unnecessary administrative work.
- Keep documentation current and prepare clear handovers when responsibilities change.

Supervise and connect task forces

- Supervise assigned task forces and support overall coordination across operational areas.
- Help teams define objectives, distribute tasks and agree on realistic deadlines within the Board's approved strategy.
- Follow progress, provide guidance and support volunteers in taking responsibility.
- Work with other designated executive contacts to avoid duplicated supervision or conflicting instructions.
- Bring resource needs, difficulties and matters requiring approval to the Executive Committee or Board.

Strengthen membership and regional coordination

- Support membership administration, including application tracking, records, renewals and preparation of applications for Board validation.
- Work with the membership and community engagement task force to welcome members, encourage participation and support recruitment.
- Maintain regular contact with regional representatives and help them organise consultation and engagement in their regions.
- Gather regional updates, needs and proposals and ensure they inform wider organisational discussions.
- Facilitate cooperation between regions and connect representatives with relevant tools, information and volunteers.

Coordinate international relations and partnership follow-up

- Help maintain an overview of external contacts, partnership discussions and representation opportunities.
- Coordinate preparation for international meetings, including briefings, contributions, deadlines and follow-up.
- Ensure information from external engagement is recorded and shared with the relevant members.
- Work with the Presidency and designated representatives to track commitments and connect opportunities with IMYD's priorities and capacity.

External representation and commitments remain subject to agreed responsibilities and authorisations.

Shared Executive Committee responsibilities

As a member of the Executive Committee and Board of Directors, you will also:

- Participate in collective decisions and contribute to wider organisational discussions.
- Help implement the strategy and priorities agreed by the Board.
- Contribute across activities as IMYD consolidates its membership, partnerships, resources and ways of working.
- Share progress, identify difficulties early and work with other members to resolve them.
- Maintain organised records and prepare a clear handover.

Coordination means helping people organise and complete their responsibilities; it does not mean carrying out everyone's work. The General Secretariat works alongside the Presidency and Treasury, with significant decisions following the applicable approval arrangements.

Experience and skills

We are looking for someone with **relevant practical experience in coordination, association administration, project management, volunteer support or organisational tools**, gained through an organisation, student group, community initiative, education or employment.

You should be able to:

- Coordinate several activities while keeping priorities and responsibilities clear.
- Follow up reliably and communicate constructively with volunteers.
- Organise meetings, documents, schedules and shared information.
- Use online collaboration tools and spreadsheets confidently.
- Develop simple procedures and improve ways of working.
- Handle personal and confidential information responsibly.
- Work comfortably in English with an international team. Additional languages would be an advantage.

Experience coordinating teams across locations or time zones would be particularly valuable.

Commitment and support

This is an **unpaid volunteer role requiring at least four hours per week**, including meetings, preparation, administration, and follow-up between meetings.

Some periods may require additional availability, particularly during **General Assembly preparation, recruitment, major activities and reporting deadlines**.

The exact portfolio will be defined with the Secretary General, including areas you manage directly, shared responsibilities and arrangements for covering absences. Work should be distributed realistically across the team.

Commitments should remain manageable alongside studies, work, health and personal life. Changes in availability should be communicated early so responsibilities and deadlines can be adjusted together.

Please share any accessibility arrangements or support that would help you fulfil the role.

Eligibility and mandate

- Applicants must be **young people with disabilities aged 18–35** and confirmed IMYD members eligible for elected office.
- The successful candidate will be elected for the **remainder of the current mandate, until the 2027 General Assembly**.

How to apply

1. Read the **IMYD statutes** and complete the **membership form** if needed.
2. Complete the **Board application form**, including your motivation.
3. Email your **CV to administration@imyd.org**, using the subject: **"Board application — Full name — Deputy Secretary General"**.

Application deadline: November 23rd, 2026 at 23:59 CET.

Applications will undergo eligibility checks and receive an advisory opinion from the Board. The election will take place during the **online General Assembly on December 5th, 2026, 14:00–17:30 CET**.

For questions about the role or support with applying, contact **administration@imyd.org**