

TGEU Application Pack - Cover Sheet  
  
**Grants Development Officer Position**

Please read the instructions below carefully and send the application pack, as an Open Office or Microsoft Word document, to [jobs@tgeu.org](mailto:jobs@tgeu.org) with “**Grants Development Officer”** in the subject line. Only application packs sent before **30th April 2025, 19:00 Central European Time**, will be considered.

TGEU is a member-based organisation working primarily in Europe and Central Asia for the rights and lives of trans people. TGEU’s mission is to strengthen the rights and wellbeing of trans people in Europe and Central Asia, and represents over 200 member organisations in 50 countries. We are seeking applicants to join a team that is committed to a world free from discrimination, where gender diversity is celebrated, where trans people are valued, and where trans movements are self-aware, intersectional, and evolving to meet the needs of a diverse and resilient community.

TGEU is an equal opportunities employer and strives to avoid discrimination and less favourable treatment, including in our own procedures. In order to increase representation and expertise in our work, we encourage applicants from underrepresented groups to mention their background and experiences in their application and we guarantee that all information will be held confidentially.

**Contact Details, Name and Address should only be indicated on the cover sheet. The cover sheet will be removed prior to the assessment of candidates.**

Name:

Email:

Phone number:

Address:

For TGEU use only:

Application number:

Date application was received:

Time application was received:

**Application Pack**

All information given will be treated confidentially and will only be used within the framework of the recruitment process.  
  
**MOTIVATION**

# Referring to the Job Description, tell us what is your motivation to work for TGEU? How would your profile and background contribute to the organisation? Describe your involvement or experience with trans or LGBTI communities and movements (2,500 characters maximum)

We encourage applicants from underrepresented groups to mention their background here, such as trans and/or queer; Black people and people of colour, D/deaf and disabled people, trans women and gender non-conforming people, people with a migration background, sex workers, people from economically disadvantaged backgrounds, people living with HIV and people from Central Asia or Eastern Europe.

1. Outline your experience in grants development, fundraising and grants reporting, preferably focusing on human rights and LGBTI topics (2,500 characters maximum)

**RELEVANT EXPERIENCES**

Please list up to five of your **most relevant experiences,** including work (paid or volunteered), projects, internships, educational background and starting with the most recent ones.

1) Type of Activity/Role/Study:

Year and duration of activity:

Organisation/Employer/School:

Main tasks and achievements:

URL / Link:

2) Type of Activity/Role/Study:

Year and duration of activity:

Organisation/Employer/School:

Main tasks and achievements:

URL / Link:

3) Type of Activity/Role/Study:

Year and duration of activity:

Organisation/Employer/School:

Main tasks and achievements:

URL / Link:

4) Type of Activity/Role/Study:

Year and duration of activity:

Organisation/Employer/School:

Main tasks and achievements:

URL / Link:

5) Type of Activity/Role/Study:

Year and duration of activity:

Organisation/Employer/School:

Main tasks and achievements:

URL / Link:

**PROFESSIONAL REFERENCES**

Please include the names, title and contact information of two referees who can speak to your experience and professional competencies. Before offering you the position, we will contact your nominated referees.

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| --- | --- | --- | --- |
| **Name** | **Position** | **Relation to your work / studies / activity** | **Email address** |
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**LANGUAGES**

## Please fill each column with your language level. Use the [Common European Framework of Reference scale](https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale) as a reference.

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| --- | --- | --- | --- |
| **Language** | **Writing level** | **Speaking level** | **Understanding level** |
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