



Call for CVs – Programmes Assistant

Deadline for submission September 6, 2026

World Leadership Alliance Club de Madrid (Club de Madrid)

Club de Madrid is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world.

As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 130 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society.

This unique alliance stimulates dialogue, builds bridges and engages in advocacy efforts to strengthen public policies and effective leadership through recommendations that tackle challenges such as, inclusion, sustainable development and peace at the national and multilateral level.

General Description and objectives of the position:

The Programmes Assistant will support the Programmes Department in both content related and organisational tasks

He/she will work under the direct supervision of the Director of Programmes, and when necessary the Senior Programme Officers and Programme Officers, in close coordination with all other Club de Madrid departments.

Location: Madrid (applicants must hold EU citizenship or valid work permit within the EU)

Duration: Indefinite contract, with trial period. Full time position

Remuneration: Gross annual salary 21,000€ - 22,000€

Requirements

- University Degree in matters related to the position, preferably in Political Science, another social science or international affairs;
- At least 2 years of professional experience in in similar or related fields of work, preferably in governmental, intergovernmental and/or international non-governmental organizations;
- Native Spanish or English, with a very good working knowledge of the other language. Knowledge of additional languages will be considered an asset;
- Excellent team-working skills;
- Ability to work under pressure, meeting tight deadlines, prioritizing requests and needs;
- Intense dedication and motivation. Energy, enthusiasm and commitment.



Main Tasks

- Support the work of the Programmes Director, Senior Programme Officers and Programme Officers in the management of specific projects or activities. This support can be aimed to:
 - Assist in the design, preparation and development of mission agendas including the confirmation of meetings between Club de Madrid Members, experts and key national stakeholders, as well as the drafting, mailing and follow-up of invitations;
 - Manage the participation of Club de Madrid Members, high level advisors and experts in project activities and Policy Dialogues/Labs;
 - Liaise with the appropriate departments for the logistical arrangements for Members and experts travel and participation in programme activities and events;
 - Assist in follow-up tasks post- mission including thank you letters, mailing of project materials and outcomes to participants and beneficiaries or in the production of communication products in coordination with the area of Communications;
 - Assist in the preparation and translation of materials for proposals and reports;
 - Assist in the production of briefing books and background material for Programmes and activities;
 - Support the interaction and work with the Communications area to communicate the results and impacts of Club de Madrid projects;
 - Coordinate the organization of internal meetings related to Programming, including the preparation of materials for and from these meetings;
 - Support the preparation of new project proposals including drafting of concept notes, preparatory material, research and prepare briefings for specific thematic issues or country analysis.
 - Other duties according to his professional category as the organisation may reasonably require
-

Interested applicants should send their CV and a cover letter stating why they feel they are fit for the position through the website www.clubmadrid.org/club-de-madrid/career/ by September 6, 2026.

Only shortlisted applicants will be contacted.

INFORMACIÓN SOBRE PROTECCIÓN DE DATOS DE CONFORMIDAD CON LO DISPUESTO EN EL
REGLAMENTO (UE) 2016/679

Los datos personales contenidos en mi currículum vitae se utilizarán para incluirme en procesos de selección abiertos o futuros que se ajusten a mi perfil o que puedan ser de interés para el Club de Madrid, y no se tratarán para ningún otro fin sin mi consentimiento previo.

Solo el personal debidamente autorizado podrá tratar la información contenida en mi Currículum Vitae.

Asimismo, me comprometo a notificarles cualquier cambio en la información contenida en mi Currículum Vitae para que puedan cumplir con la finalidad descrita anteriormente.

Autorizo a que mis datos personales se conserven durante un periodo de un año a partir de la fecha de presentación de mi solicitud de empleo o candidatura para el proceso de selección. Una vez transcurrido este plazo, el Club de Madrid procederá a su eliminación de forma segura.

Conozco mi derecho a ponerme en contacto con ustedes en cualquier momento para conocer qué información tiene el Club de Madrid sobre mí, rectificarla si es incorrecta y solicitar su eliminación una vez finalizada nuestra relación, siempre que sea legalmente posible.

También tengo derecho a solicitar la transferencia de mi información a otra entidad (portabilidad). Para ejercer cualquiera de estos derechos, debo enviar una solicitud por escrito a la dirección: WORLD LEADERSHIP ALLIANCE CLUB DE MADRID, con sede en Calle Mayor, 69-1ª Planta (Palacio de Cañete), 28013 - MADRID (Madrid).

Puedo ponerme en contacto con su responsable de protección de datos en la siguiente dirección de correo electrónico: dpd@audidat.com

Firmado por:

Número de identificación: