

Defence for Children International - World Service

V A C A N C Y

Job title: Coordinator

Location: Brussels – Belgium

Working conditions: 80% (desired starting day asap, ideally by July 2019).

Defence for Children International: the International Movement

Defence for Children International is a leading child rights focused and membership based grassroots movement placing all members on equal footing. Created during the International Year of the Child (1979), DCI coordinated the NGO's input for the drafting of the United Nations Convention on the Rights of the Child (UNCRC) - the most widely ratified human rights treaty in history.

As a worldwide Movement, our aim is to ensure an ongoing, practical, systematic and concerted action towards the effective implementation of the human rights codified in the United Nations Convention on the Rights of the Child (UNCRC) by means of effective, multi-level coordination and active membership within key networks and fora. DCI counts with 37 grass-roots organisations (National Sections and Associated Members) in five different continents, involving over 300 trained and specialized local staff and volunteers, who contribute daily to defend and protect the human rights of children. In all that we do, we aspire to orient our work so that it is transparent, accountable, socially-transformative and sustainable.

DCI-World Service Foundation: a strategic institutional tool in Brussels

The DCI World Service Foundation (DCI-WS) was established by the DCI International Movement in 2016 to strengthen its work and guide the implementation of the Movement's Strategic Framework by supporting the development of projects, mainly by providing technical expertise and conceptual advice to DCI's National Sections and Regional Desks.

DCI-WS is responsible for ensuring a systematic approach in the Movement's relations with donors, public and private partners, who would like to actively contribute to the growing impact of DCI's activities around the globe.

The DCI-WS is strategically located in Brussels, Belgium, to connect the Movement with EU and international partners and access related project opportunities within that fora. The position is based in DCI-Belgium, the National Section which supports with the administrative management of the Foundation.

Main responsibilities:

- **Fundraising for projects of DCI National Sections and Regional projects**
 - Realize a constant monitoring of new funding opportunities, calls for proposals, and inform national sections on these opportunities
 - Develop summary/analysis of the call for proposals and identify DCI sections that could be eligible/interested in.
 - Identify new donors and establish long-term relationships, maintain contact with strategic donors
 - Attend strategic event to network, meet potential partners or donors

- Proactively get in contact with National Sections to inform about possibilities of founding and learn more about their needs.
- **Capacity building in project development, project cycle, project applications**
 - Develop methodological tools in project development and management, fundraising techniques, project writing or any other related issue to help national sections in their fundraising activities.
 - Review National Sections' project proposals, support them in the writing of their proposals (and bring support linked to the application process)
- **Coordination of the project: Child-Friendly Justice in Action** (EU Erasmus+ project with all EU DCI National Sections as partners).

The project Child-friendly Justice in action! aims to evaluate the practices of professionals working in administrative services for the processing of stay and asylum applications in contact with children. The project aims to highlight gaps and good practices in this area, in order to improve practices towards children, and to align them with international standards: the International Convention on the Rights of the Child and more particularly the Council of Europe Guidelines on child-friendly justice. (see www.cfjnetwork.eu)

Profile:

- Master's degree (or equivalent work experience), preferably in project management, law, international relations (with knowledge in the legal field), human rights.
- Experience of 2 years in project management, project writing and/or fundraising
- Knowledge in the field of children's rights
- Knowledge and/or interest in the theme of migration in Europe
- Fluency in English and a good knowledge of Spanish and/or French would be a strong asset
- Fully computer literate; skilled and confident user of Microsoft Office/365; knowledge of SharePoint is a distinct advantage
- Ability to work in a team (even remotely), and in a complex multicultural environment
- Autonomous, proactive person

We offer:

- Exciting professional experience, links with networks working in the field of children's rights in Belgium, Europe and internationally
- A pleasant and well located working environment in the centre of Brussels
- A salary in line with the Brussels based NGO world

DCI is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of sex, age, disability, gender identity, or ethnicity.

Supervision

The Coordinator reports to the International Secretariat of DCI (Geneva) and on a daily basis and management issues to DCI-Belgium hosting the position.

How to apply

Interested candidates are invited to:

- Produce a letter of intent including skills and relevant experience, and explaining her/his motivation to apply for this position (max.1,000 words in English);
- Attach a full Curriculum Vitae (maximum 3 pages);
- Provide the names and contact details of **three referees** including last two employers (they will only be contacted if the candidate is shortlisted for final interviews and the candidate will be informed in advance);
- Send a (non-edited/proofed) writing sample in English.

Complete applications, including all the above documents should be sent to info@defenceforchildren.org before **30 JUNE 2019**, with the subject line:

“Application: DCI-WORLD SERVICE Candidate’s Last Name.”

Only complete applications arrived within the deadline will be considered. Selection process and interviews will be taking place on a rolling basis.

Only shortlisted candidates will be contacted. If you do not receive a reply four weeks after the closing day, please consider that you have not been selected for the role this time.