

Vacancy: ENOC ASSISTANT COORDINATOR

Location: ENOC Coordination Office, Strasbourg, France

Preferred starting time: February 2019

End of contract: 31 December 2019

Type of contract: Fixed term full time contract

The European Network of Ombudspersons for Children (ENOC) is a not-for-profit organisation of independent children's rights institutions, registered as association under the French law. Its mandate is to facilitate the promotion and protection of the rights of children, as formulated in the Convention on the Rights of the Child. Created in 1997, it gathers now 42 institutions in 34 countries within the Council of Europe membership.

A permanent Secretariat has been established **in Strasbourg in 2008**. In order to strengthen the capacity of the Strasbourg based Coordination office, ENOC is planning to employ a Coordinator multi-task assistant with a focus on administrative, web, coordination, policy and advocacy activities.

Main responsibilities

- Content management and further development in terms of design, visibility, and accessibility of the ENOC website;
- Co-manage ENOC's social media account(s);
- Manage daily correspondence and daily administrative tasks;
- Support the ENOC Coordinator in the technical, administrative and financial management of the ENOC 2019 work programme and related projects and activities (especially the ENYA project);
- Draft and release on a bi-monthly basis the ENOC Newsletter;
- Facilitate the effective coordination, communication and development of the activities of the network;
- Liaise with ENOC members/ENOC Bureau and channel the flow of information;
- Ensure technical, administrative and content related support in the organisation of ENOC's main events (ENYA Forum, ENOC Seminars, Annual Conferences etc.)
- Ensure basic financial operations such as cost claims and refund processing, invoice checks, payment processing etc.
- Assist for the setting-up of internal administrative and financial procedures;
- Provide logistic and administrative support for the organisation of ENOC Bureau meetings (arrange for a venue, catering, agenda, minutes, etc.);
- Participate in ENOC's main events;
- Provide support to the drafting and updating of ENOC internal and policy documents;
- Contribute to ENOC's continuous reporting of implementation of activities co-funded by the EC;

ENOC Secretariat

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- Follow relevant European and international policies that impact on children's rights and help ENOC achieve its policy and advocacy goals;

Personal specification

- University degree (law, international relations, social or political sciences, administration etc.) or relevant work experience in children's rights, social/political sciences, international governmental or non-governmental organisations
- Previous experience of working in an international environment would be an asset
- Good knowledge of children's rights and well-being would be an asset
- Full proficiency in written and oral English and French
- Strong interest for children's rights issues and/or knowledge of the European human rights challenges and context
- Ability to work on own initiative within agreed guidelines with good organisational skills, ability to plan and prioritise work
- Experience of organising meetings, understanding group dynamics, meeting deadlines and moving matters forward to completion
- Flexibility and readiness to work in a small team
- Open-minded, excellent team worker, flexible and open to adapt to ENOC's working culture
- Communication and diplomatic skills

Contract & conditions

- A fixed term full time employment contract under French Law for the period February to December 2019
- 1 800 € net salary (+10% of paid leave)
- Holiday entitlement of 2.5 days per month of work
- Social and other charges paid through association employment cheque services
- Working week: 3 days office based and 2 days from home