



Vacancy: ENOC ASSISTANT COORDINATOR

Location: ENOC Coordination Office - Council of Europe “Agora” Building, Strasbourg/France

Preferred starting time: 14 March 2022

End of contract: 31 December 2022; with possibility of extension depending on available funding

Type of contract: Fixed term full time employment contract (French law)

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 includes 43 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 an assistant coordinator with a varied range of tasks in the field of administration, communication, coordination, policy and advocacy.

Main responsibilities

- Creating engaging content for ENOC’s communication channels such as the ENOC website, social media (Twitter, Instagram), etc;
- Writing, editing and publishing bi-monthly Newsletters for ENOC’s internal and external stakeholders;
- Participating in the improvement of the ENOC website in terms of design, visibility and accessibility and liaising with the web development company;
- Tracking web and social media analytics and preparing reports detailing successes and failures on communications channels;
- Maintaining digital media archives, including photos and videos;
- Managing daily correspondence and day-to-day administrative tasks;
- Supporting the ENOC Coordinator in the technical, administrative and financial management of the ENOC 2022 work programme and related projects and activities (in particular the ENYA child participatory project);
- Facilitating the effective coordination, communication and development of the network’s activities;
- Maintaining contacts with ENOC members/ENOC Bureau and managing the flow of information;
- Providing technical, administrative and content support for the organisation of ENOC’s main events (ENYA Forum, ENOC Seminars, Annual Conference, etc.)
- Taking care of the basic financial operations, such as cost claims and refund



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- processing (reimbursements), invoice checks, payment processing etc;
- Providing logistic and administrative support for the organisation of ENOC Bureau meetings (ensuring location, catering, agenda, minutes, etc.);
- Participating in ENOC's main events;
- Assisting with the drafting, updating and editing of ENOC internal policy documents;
- Contributing to ENOC's reporting on the implementation of activities;
- Contributing to the improvement of public relations and networking strategies;
- Monitoring relevant European and international policies affecting children's rights and helping ENOC achieve its policy and advocacy goals;

Personal specification

- University degree (law, international relations, social or political sciences, administration, communications, etc.) or relevant work experience in the field of children's rights, social/political sciences, international governmental or non-governmental organisations
- Previous experience of working in an international environment is recommended
- Good knowledge of children's rights and well-being would be an asset
- Full proficiency in English and French, both written and oral
- Strong interest in children's rights issues and/or knowledge of the European human rights challenges and context
- Ability to work on own initiative within agreed deadlines with good organisational skills, ability to plan work and set priorities
- Creative thinking and extensive communication, interpersonal and diplomatic skills
- Experience in organising meetings, understanding group dynamics, meeting deadlines and bringing things to a good end
- Experience in communication and social media management
- Flexibility and willingness to work in a small team
- Open-minded, proactive, excellent team worker, flexible and open to adapting to ENOC's work culture

Contract & conditions

- A fixed-term, full-time employment contract under French law for the period March to December 2022
- Fully compliant with French labour law
- 1 800 € net salary (+10% of paid leave)
- Paid annual leave
- Social and other contributions paid through association employment cheque services
- Working week: Monday-Friday; office and home based



Interested candidates are kindly invited to send their CV & motivation letter by **Monday 7 February 2022** to the ENOC Secretariat: secretariat@ombudsnet.org

Shortlisted candidates will be submitted to an online test prior to a personal interview. Personal interviews will be held online.