

Vacancy Notice

ASSISTANT COORDINATOR

Location: ENOC Coordination Office - Council of Europe "Agora" Building, Strasbourg, France

Preferred starting time: 15 March 2024

Type of contract: Fixed term full time employment contract under French labour law

End of contract: 31 December 2024; with possibility of extension subject to available funding

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 seeking 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 continuous development of the ENOC website in terms of design, visibility, accessibility and content 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, when required;

- Supporting the ENOC Principal Coordinator in the technical, administrative and financial management of the ENOC 2024 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 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, both written and oral; good command in French would be an asset
- 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 31 December 2024 (with possibility of one year extension subject to available funding)
- Fully compliant with French labour law
- 2 570€ –2 770€ gross monthly salary depending on experience
- 5 weeks paid annual leave (for a full year of work)
- 35h/week: Monday-Friday; office and home based

Interested candidates are kindly invited to send their CV & motivation letter in a single file to secretariat@enoc.eu

Deadline for applications: **Friday, 2 February 2024, 18:00 CET**

! Only shortlisted candidates will be invited to take part in an online test. Candidates who successfully complete the online test will be invited to individual interviews. Interviews will be conducted online in the second half of February.

If you are not contacted by us by 29 February 2024, please assume you have not been shortlisted for the next stage of the recruitment process.