



Terre des hommes

Helping children worldwide.

Access to Justice Regional Programme Coordinator – Europe

Position start date: as soon as possible

Duration: 12 months with possible extension

Location: Athens, Greece

Deadline for application: 24 March 2024

About Terre des hommes:

Terre des hommes Foundation (Tdh), with headquarters in Lausanne and an office in Zurich, is the leading Swiss organisation for child rights. In 2022, we supported 2.6 million children and members of their communities around the world. We trained people who in turn supported a further 4.5 million children and members of their communities.

Context:

Europe

Terre des hommes is at the forefront of ensuring the rights and well-being of children across the globe through targeted programs and initiatives. Centered on migration and access to justice, our programs in Europe strive to enhance the availability, quality, and accessibility of services for children affected by migration, while advocating for child-friendly justice systems emphasizing non-custodial measures. Additionally, our expertise in child protection and innovation enables us to develop effective solutions to meet the evolving needs of children in Europe. Geographically, our direct presence spans seven countries, including Ukraine, Romania, Moldova, Hungary, Greece, Albania, and Kosovo, with further outreach to 15 additional countries through local partnerships. Through our regional centers and multi-country delegations, we ensure efficient and targeted service delivery, adapting our structures to effectively respond to external dynamics. Our vision for Europe is rooted in our commitment to empowering children, providing innovative solutions, fostering a supportive environment, and making a positive impact on children's lives.

Delegation:

Terre des hommes Hellas has been active in Greece since 2016, and its official establishment as a Greek NGO occurred in 2018. Since then, our organization has been dedicated to enhancing the child protection system and reforming social care in the country. Our primary goal is to improve the living conditions of children through a variety of projects and services. Tdh Hellas primarily focuses its efforts on children, families, and socially vulnerable groups, aiming to provide essential support and assistance to those in need.

Responsibilities:

The Regional Coordinator is supporting the Access to Justice Programme (A2J) at all levels (regional, sub-regional, national and local levels) and within the programme department. More specifically, He/She is responsible for steering the program at regional level, ensuring its contextualisation, and coordinating its integration in the region's matrix organisation. She/He is responsible for ensuring the respect for policies, regulations and processes in force in the Foundation in all the operational activities deployed by the collaborators. She/He will contribute to the development and support the implementation of the strategy of the programme at the level of her/his region as well as in all areas of intervention within the region, respecting the principles of Strategic alignment with the overall program, geographic context, complementarity, collegiality, transparency and efficiency. She/He collaborates with the technical and geographical departments and ensures the proper functioning of the matrix in the regional context, in close cooperation with the Regional Hub Manager, Q&A advisor and cross-cutting thematic advisors at the HQ, as well as with other regional programme coordinators.



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She/He reports directly to the Head of Program at the HQ level.

Specific Responsibilities:

- Participation in the development of A2J thematic strategies & policies
- Implementation of regional & national projects
- A2J Programme Staff Management
- Programme's Finance Management
- Supervision of the programme's funding applications for the region
- Representation for the programme in the region
- Ensure compliance with the A2J theory of change
- In coordination with the Research and Advocacy Advisor, development & implementation of a research strategy
- Drafting of the annual A2J activity report for the region
- Coordination of the knowledge management at the regional level for her/his field of expertise
- Region's situation analysis of A2J and development of proposals

The full job description will be shared with the candidates selected to start the recruitment process.

Profile:

Education:

Minimum Master's degree in Law from an accredited educational institution.

Experience & Competencies:

- 5+ years of practical experience within the area of expertise.
- Good knowledge of networks active in the field of Access to Justice for Children & Youth.
- Expertise in program support and in providing technical guidance, including development, operational implementation, coordination, monitoring, evaluation, and capitalization.
- Proven experience in successfully managing regional and/or multi-country projects with a level of complexity.
- Knowledge of and familiarity with international and national conventions, legislation, policies, and strategies pertaining to child and youth justice.
- Experience in contributing to projects with team members located in several countries.

Languages:

- High proficiency in spoken and written English.
Knowledge of a language of the region is an asset but not a requirement (Serbian/Croatian/Bosnian; Albanian; Russian; Ukrainian; Bulgarian; Romanian, Hungarian, Greek).

IT:

High proficiency with Microsoft Office Suite

Conditions:

- *National contract*
- *Insurances: private health insurance*
- *Annual leaves: 22 days/year*

Tdh Global Code of Conduct and Risk Management Policies:

- Fully complies with Tdh's Global Code of Conduct and systematically reports any breach to the Code through the whistleblowing procedure: raises awareness within the Foundation on abuse and violence and the rights deriving therefrom, respecting the rights and dignity of children, members of the communities and our own Staff



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- Commits to respecting Risk Management Policies including: Safeguarding Policies (Child Safeguarding Policy, Policy on the Protection against Sexual Exploitation and the Directive on Staff Misconduct at the Workplace), Safety and Security Policy and Anti-Fraud/Corruption and Prevention of the Financing of Criminal Activities Policies
- Commits to reducing the risk of abuse and harm by developing a culture of open and informed leadership within the organization and in our work with children and the communities in which we intervene in.

We offer an exciting and varied work environment, a purposeful and meaningful job, in a team that makes a difference in the lives of children in vulnerable situations.

Are you interested? Do you want to undertake this challenge?

Find out more about the A2J programme in Tdh: www.tdh.org/en/our-impact/justice

And about Tdh's activities in Greece <https://tdh.gr/> and globally <https://www.tdh.org/>

Procedure:

Please applying directly to: grc.recruitment@tdh.org

Application file must include a complete CV as well as a personalised Motivation Letter.

Additional documents (diplomas, work certificates, etc.) will be requested at a later stage.

Candidates need to be eligible to work in Greece.

We will be in touch with the shortlisted candidates only in the selection process – with the large number of applications received, we unfortunately cannot provide personal follow-up to the larger candidate pool. Short-listed candidates will be requested to do a written on-line test, and when successful, two or three interviews.

Thanks for your understanding.