



## **JOB TITLE: Network Coordinator**

The END FGM European Network is looking for a dynamic **Network Coordinator** to lead its activities, EU level advocacy, bridge building between Europe and the rest of the world and fundraising functions.

### **About the Network**

The network is based in Brussels and brings together 11 national organisations working in the field of female genital mutilation (FGM) and violence against women and girls. It offers a platform for organisations and women and girls affected by FGM to engage directly with European decision makers. Their experiences and the expertise of member organisations define and guide the network's calls for European political action to end FGM.

### **Job purpose**

The Network Coordinator is required to work with the Board of Directors of the END FGM European Network to ensure the successful leadership, management and advocacy work of the organisation in line with the strategic plan and vision of the network. She/He will oversee the resourcing of the networks' programmes and the development and growth of the network.

**Reports to:** The Board of Directors

**Manages:** Two Network Staff and possible interns

### **Primary duties and responsibilities**

The Network Coordinator performs the following:

#### **Leadership and strategic oversight**

- Collaborate with the Board of Directors in developing a vision and strategic plan to guide the network
- Act as a professional advisor to the Board of Directors on all aspects of the organisation's activities
- Act as a spokesperson for the END FGM European network in all matters as directed by the Board
- Represent the organisation at high level events, advocacy meetings and conferences to enhance the network's profile
- Establish good working relationships and collaborative arrangements with the EU institutions and agencies, funders, politicians, and other organisations to help achieve the goals of the network
- Communicate with stakeholders to keep them informed of the work of the organisation and to identify changes and trends at the EU and national levels;
- Lead on lobby action for the implementation of the European Commission Communication on FGM and the implementation and ratification of the Council of Europe Convention on VAW (Istanbul Convention), including liaising with individual member state partners and stakeholder groups.
- Lead on fundraising and donor relations to ensure adequate resourcing of programmes

## **Operational planning, management and governance support**

- Develop an operational plan, which incorporates goals and objectives in line with the strategic direction and vision of the network and funding applications.
- Oversee the efficient and effective day-to-day operation of the network's work
- Draft policies for the approval of the Board and prepare procedures to implement the organisational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, network members, donors and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas, supporting materials and any other document deemed necessary in consultation with the Board as well as the General Assembly meeting of members.

## **Program planning, management and reporting**

- Oversee the planning, implementation and evaluation of the network's programs and strategies
- Ensure that the work plan of the organisation contribute to the network's mission and reflect the priorities of the Board
- Oversee the preparation of reports and policy papers, research and related information in relation to advocacy and lobby activities of the network
- Monitor the day-to-day delivery of the programs of the organisation to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- Lead on the reporting to funders

## **Human resources planning and management**

- Determine staffing requirements for organisational management and programme delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the network's mission
- Ensure that all staff are properly inducted to the organisation and appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

## **Financial planning, fundraising and financial management**

- Work with staff and the Board to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organisation
- Research funding sources, oversee the development of fundraising plans and write funding proposals to adequately resource the operations of the organisation
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed

- Administer the funds of the organisation according to the approved budget and monitor monthly cash flow of the organisation
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation
- Ensure that the organisation complies with all legislation covering taxation and withholding payments

### **Risk management**

- Identify and evaluate the risks to the organisation's people (staff, Board, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organisation carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

### **General duties**

- Undertake other duties on behalf of network partners as required.
- Maintain and update information relating to the network and its activities.
- Undertake on-going professional development and any other training and development as required to address gaps in skills or knowledge
- Take individual responsibility for your own professional development and model professional excellence
- Contribute towards developing a supportive working environment, to demonstrate a commitment to professionalism and respect, transparency and accountability and uphold quality standards as outlined in policies and procedures, and in compliance with the network's policies.

## **Qualifications**

- University degree (preferably Masters) in European studies, law, human rights, development studies, sociology, gender and women studies or related field

## **Knowledge, skills and abilities**

- Knowledge of leadership and management principles as they relate to the non-profit sector
- Desirable knowledge of legislation applicable to voluntary sector organisations including: employment standards, human rights, occupational health and safety, taxation, health coverage etc...
- Knowledge of current challenges and opportunities relating to the mission of the END FGM European Network
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- Knowledge of the EU institutions and understanding of EU decision-making
- Professional fluency in English and French, other EU languages would be an asset
- Understanding of debates on FGM, VAWG and gender issues
- Exceptional verbal and written communication skills

## **Proficiency in the use of computers for:**

- Word processing
- Financial management
- E-mail
- Internet
- Social media

## **Personal characteristics**

The Network Coordinator should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organisation.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

- Plan: Determine strategies to move the organisation forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.

### **Experience**

- 5-8 years or more of progressive management experience in a voluntary sector organisation
- Demonstrated success in fund-raising
- Experience of working in transitional project is desirable
- Experience in working in a network would be an asset
- Experience in development context is desirable

### **Working Conditions**

- Usually works in an office environment with regular travels and missions
- The role is required to work 38 hours a week, but additionally will also be required to work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organisation at public events.
- Benefit package: home-work transport, lunch vouchers, 13<sup>th</sup> Month;
- This is a fixed-term appointment until December 2017.

### **Recruitment procedures:**

- If you are interested in applying for this position, please send your **CV in English along with a covering letter** to: the President of the Network Ms Naana Otoo-Oyortey to [nkontoulis@endfgm.eu](mailto:nkontoulis@endfgm.eu)
- Closing date for applications: **Monday 20 July 2015 at 09:00 am.**
- Interviews are expected to take place on Monday 3 August 2015 in Brussels
- Information about END FGM can be found on our website [www.endfgm.eu](http://www.endfgm.eu)

*END FGM apologises that it will only reply to selected candidates.*