

Brussels, 11 April 2022

Recruitment of a full-time Senior Project Officer

Victim Support Europe (VSE) is the leading umbrella organisation advocating for victims of crime. It consists of 67 member organisations from 34 countries which together support over 2 million victims of crime every year. VSE advocates on behalf of all victims, to strengthen their rights and services throughout Europe.

The organisation aims to ensure that every victim in Europe is able to access these rights and services in the aftermath of crime, regardless of where the victim lives or where the crime took place.

Whilst embodying our fundamental values of respect, compassion, commitment, community, and collaboration, at the heart of our success is our commitment to unbeatable quality, innovation and a focus on practical solutions to the problems faced by victims.

In recent years, we have been highly successful in winning and running a wide range of projects involving the legal analysis of rights across Europe, through to developing practical solutions for the referral of victims and assessment of rights. VSE is currently involved in 13 major multi-country projects and numerous funding applications.

In 2022, we have won a major project, BeneVict, which is funded by the Justice Programme and which looks into specific elements of the implementation of the Victims' Rights Directive across the EU. We are looking for an experienced Senior Project Officer to oversee the delivery of this and other projects and the development of new projects proposals whilst helping the organisation to grow into a global leader in the victims' field.

The present vacancy is the opportunity for an ambitious and passionate individual to help us transform the way we will deliver meaningful change for victims across Europe and beyond.

The successful candidate will be highly organised and have a pro-active and dynamic approach to work with the ability to solve problems and create solutions using their own initiative. The candidate should have at least 5 years of proven work experience in international/EU projects.

Key responsibilities:

The Senior Project Officer's primary responsibilities in **project management** will include:

- Under the lead of Project Manager and/or the Deputy Director, and in conjunction with other VSE staff responsible for specific projects, ensure the successful, high quality and timely delivery of the BeneVict project;
- Ensure the delivery of other VSE or partner projects as required;
- Develop, review and finalise annual project work plans, as needed;
- Ensure that all technical, administrative and legal aspects of assigned projects are carried out, including through the EU Portal interface;
- Ensure financial and budgetary oversight of projects in conjunction with Project manager and project leads;
- Manage the documentation of project results, including preparation and submission of progress reports, presentations, and other program documentation;

- Monitor changes to the project scope, schedule, costs and other risks and report to the VSE management;
- Ensure project implementation progress, and identify and address challenges and risks and work towards implementing mitigation measures, when needed;
- Contribute to the development of project evaluations and impact assessments;
- Contribute to project delivery through research, analysis, quality assurance and other ways – in line with skills and experience;
- Ensure finalisation of project deliverables in good time and high quality;
- Deliver timely technical reporting to the donor;
- Support Finance Officer and other staff in the timely and accurate delivery of financial reports to donor;
- Apply approved project management and data analysis tools and support the development of new tools.

Responsibilities in the **development of project applications** will include:

- Support identification and pursuance of new projects through identifying new funding opportunities;
- Develop and draft high quality, VSE led, project applications for future funding, including budget preparation and partner management;
- Support VSE's role in project applications led by other organisations;
- Support the strategic planning process for projects applications.

The post holder will report directly to the Project Manager whilst working closely with the Deputy Director and other VSE staff. The post holder may be expected to supervise the project officers and assistants.

General requirement:

- Hold a university degree in law, social sciences, or similar;
- At least 5 years of relevant work experience in developing and managing projects ;
- Legal right to reside and work in Belgium.

Skills & Experience:

Technical Skills

- Excellent and proven managerial, organisational, leadership and teamwork skills;
- Excellent oral communication and drafting skills in English;
- Proven record in developing successful project methodologies and winning project applications;
- Proven experience in coordinating multi-country projects;
- Proficient computer skills, especially Microsoft applications;
- Excellent knowledge of European institutions, funding streams and processes.

Personal Skills

- Committed to equality, human rights and rights of victims of crime;
- Ability to prioritise workload and meet deadlines;
- Excellent interpersonal skills and ability to work as part of a team;
- Diplomatic and non-judgmental, able to relate to people in all situations;
- Very organised with a strong attention to detail;
- Flexible – post holder will be required to travel;
- Customer focused - able to relate to staff and volunteers at all levels.

Desirable

- Experience in working on EC funded grants, in particular familiarity with the EU Participant Portal;
- Qualification in/understanding of victims' issues;
- Knowledge of other EU languages.

Terms of the contract:

The selected candidate will be offered a permanent full-time contract (38 hours/week). The desired starting date of employment is June 2022. The start salary is 3200 euros (gross) per month, with regular statutory and non-statutory indexations with seniority.

We offer a standard Belgian employment contract including holiday bonus, 13th month, meal vouchers and transportation allowance. Extra-legal leave is granted during the first year of employment and additional benefits (flexible hours, work from home allowance, eco cheques and similar) are made available to employees.

This is a vacancy for a position based in Brussels, Belgium. All applicants need to have a legal right to reside and work in Belgium.

VSE is not in a position to cover any application related cost to shortlisted candidates, or relocation costs to successful candidate.

Application:

The application should include:

- an up to date CV;
- a motivation letter of 500-1000 words outlining: why the applicant wants the job; what special attributes the applicant would bring to the job; and what skills, knowledge and experience the applicant has that are transferrable to this position;
- a minimum of two references that may be contacted during the recruitment process should be mentioned.

Please send your application only electronically to recruitment@victimsupporteurope.eu

The deadline for sending applications is **25th April, 17:00 CEST**.

After the application deadline:

- Applications will be reviewed on a rolling basis.
- Shortlisted candidates will be contacted by 2 May.
- Interviews will take place in the week of 9 May.
- Depending on the number of applications, VSE withholds the right to invite shortlisted applicants to complete a written assignment, which can affect the planning laid out above.