



Recruitment of a full-time Administrative and Project Officer

Victim Support Europe (VSE) is the leading Europe-wide umbrella organisation for victims of crime. It is a dynamic organisation, going through an exciting period of expansion and development. It currently consists of 43 organisations from 26 countries including 22 Member States of the European Union plus Russia, Serbia, Switzerland and the USA.

VSE advocates on behalf of victims, to strengthen their safety and security rights and protection throughout Europe. The organisation aims to ensure that every victim in Europe is able to access information and support services in the aftermath of crime, regardless of where the victim lives or where the crime took place.

VSE is going through an exciting period of expansion with a number of new projects and policy opportunities. We are therefore recruiting a full time Officer to work on administrative tasks, finances and projects.

The key 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 two years of proven experience in carrying out administrative and financial tasks as well as basic project and research work.

The work will entail a diverse mix of administrative and finance duties coupled with basic project assistance and research. The post holder will support the daily functioning of the office and the organisation of VSE events and as well as supporting the delivery of a number of projects including:

- work with the World Bank and the Serbian government on developing victim support services;
- helping establish national victim support organisations in eight EU Member States and strengthening existing organisations;
- improving support to victims across borders;
- developing training programmes;
- monitoring implementation of EU laws on victims' rights;
- developing information and materials to support victims; and
- co-ordinating support for foreign victims of terrorism

The post holder will report directly to the Executive Director whilst working closely with the Office Manager, Project manager and Policy Officer. The post will be based in our head office in Brussels.

Key responsibilities

Administrative and communication tasks:

- Organising and coordinating internal and external meetings/events
- Coordinating communication with national member organisations and wider public in particular by producing Newsletters (collecting and editing content, updating NL template, etc.), updating website and managing telephone and email communications
- Providing administrative support to Victim Support Europe's Executive Board
- Keeping records, maintaining/improving filing system and updating databases
- Preparing and providing documentation and information
- Booking travel arrangements for staff members
- Being responsible for logistics (office supplies, coordination with services providers)

Financial tasks:

Assist the Financial Officer with:

- daily bookkeeping
- drafting budgets for EC and other grants applications
- preparing internal and external financial reports
- preparing internal and external financial audits

Project Tasks

Assist the Project Manager, Policy Officer and Executive Director with:

- Co-ordination and project management tasks including liaison with stakeholders and partners, organisations of meetings and visits,
- Basic research for projects – desk based, interviews etc.
- Development of reporting templates and drafting of reports

Skills & Experience

General requirement

- At least two years of relevant work experience in administrative posts, carrying out research and/or working on projects
- Hold a university degree
- Applicants must have the legal right to work in the EU. VSE cannot assist non EU Nationals to obtain a work permit or help with relocation costs.

Technical Skills

- Excellent oral and written communication skills in English. Good knowledge of French. Knowledge of another EU language is an advantage
- Excellent organisational and administrative skills
- Excellent knowledge of MS Office
- Experience in financial administration and expertise in financial reporting to donors like the European Commission. Good knowledge of online accounting systems is a strong advantage
- Experience in research and project work
- General knowledge of victims' issues and of the European institutions.

Personal Skills

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

Terms of the contract

The position of Administrative and Project Officer is full-time (38 hours/week) for an initial 12 month period with the possibility of extension.

Desired starting date of assignment: as soon as possible for the selected candidate.

Salary to be determined based on experience.

Application

The application should include a motivation letter outlining

- why the applicant wants the job
- what special attributes the applicant would bring to the job
- what skills, knowledge and experience the applicant has which are transferrable to this position

The application should also include a CV as well as any other relevant information. 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 4 September 2016**. A first round of interviews will take place in the week of 12-16 September 2016.

Please note that only short-listed applicants will be contacted. Travel costs for interviews in Brussels will not be reimbursed.