



Regional Program (Europe) Coordinator Access to Justice (A2J)

Terre des hommes Regional Hub in Budapest, Hungary is looking for a Regional Program Coordinator Access to Justice to lead the development of the program in the European context.

Start date: As soon as possible

Contract: Local, full-time employment contract for 1 year with extension possibility

Location: Hungary (preferred) **Other optional locations:** Romania, Greece

Deadline for application: 26 November 2023

TERRE DES HOMMES

Terre des hommes (Tdh) is the leading Swiss child relief agency, founded in 1960. The Headquarters (HQ) is in Lausanne, Switzerland. We are committed to improving the lives of millions of the world's most vulnerable children. We are currently active in 30 countries (in Europe, Africa, Asia, the Middle East, and Latin America). In 2022, Tdh supported 7.1 million children and members of their communities through 243 projects in 30 countries. We directly provided essential services to 2.6 million people, while a further 4.5 million were supported by people our teams trained. 67% of the people Tdh helped were children, 56% were children between the ages of 0-4 and 54% were women and girls. We recorded the highest number of directly supported people through our health activities (44%) and in Sub-Saharan Africa (42%). Our projects focus on child protection, mother and child health, migration, access to justice for children, and emergency relief. More information on: <https://www.tdh.org/en/> .

Terre des hommes opened its Regional Office/ Hub in Budapest in 2006.

Since then, it has been leading on Tdh's regional projects and providing technical expertise and advisory support to Tdh delegations and partners across the Europe region through a group of Regional Advisors in various thematic fields.

One of our key projects for children in Hungary is the FabLab. We are very proud of our regional Child Protection Hub project thanks to that ChildHub is the largest child protection community in Europe.

<https://childhub.org/en>

GENERAL DESCRIPTION OF THE POSITION

The Regional Program Coordinators are responsible for the management of a sector of activity at the level of a region and within the program department. More specifically, they are responsible for steering a program at the regional level, ensuring its contextualization, and coordinating its integration into the region's matrix organization. They report directly to the Head of the Program at the HQ level. Each Regional Program Coordinator is responsible for the management of his/her sector at the regional level (regional, sub-regional, national, and local). He/she is the guarantor of compliance with the Foundation's

policies, regulations, and processes in all operational activities carried out by the staff reporting directly to him/her. He/she steers and coordinates the development and implementation of the program strategy at the regional level as well as in all areas of intervention within the region, in accordance with the principles of strategic alignment with the overall program, geographical contextualization, complementarity, collegiality, transparency, and efficiency.

MAIN RESPONSIBILITIES

The Regional Coordinator is responsible for supporting the Access to Justice Program at all levels (regional, sub-regional, national and local levels). S/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. S/he will contribute to the development and support the implementation of the strategy of the program at the level of his/her 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.

SPECIFIC RESPONSIBILITIES

- You will participate in the development of thematic strategies and policies related to the Access to Justice Program. More specifically, you will monitor and coordinate the implementation of these at the regional level.
- You supervise the implementation of regional and national projects (in functional link with the project coordinators at the national level).
- You are responsible for the supervision of the staff under your responsibility, from recruitment to the end of the collaboration, and you ensure good management practices that respect Tdh values.
- You ensure the optimal financial coverage of your program in coordination, at headquarters, with the program department and the fundraising department (philanthropy and institutional partnerships in particular), and, in the regional hub, with the geographical zone.
- You supervise the preparation of funding applications (regional, transnational, national, local) and ensure that they are in line with the program's vision and theory of change.
- You draw up the operating budget for your program at the regional level and regularly monitor its consumption (in coordination with the regional hub manager and geographical area administrator).
- Together with the technical and geographical departments, you ensure the proper functioning of the matrix in the regional context, in close cooperation with the Regional Hub Manager Q&A advisors, and cross-cutting thematic advisors (HQ), as well as with other regional program coordinators.
- Within the scope of your responsibilities, you will represent the Access to Justice program within the Tdh regional team and with Tdh staff in the countries of operation, as well as in working groups, with partners including authorities and diverse networks where Tdh collaborates.

- You ensure compliance with the theory of change of the Access to Justice program and provide technical support to the teams for which you are directly or indirectly in charge, as well as to those collaborating in the elaboration, operational implementation, monitoring and evaluation, and capitalization of projects.
- You coordinate the management and sharing of knowledge in your field of activity at the regional level, including ensuring the accessibility and dissemination of institutional knowledge and your knowledge in your area of expertise, both internally and externally.
- In coordination with the Research and Advocacy Advisor, you will oversee the development and implementation of a research strategy (data collection, evidence building, organization and conduct of pilot and action research projects, academic partnerships, publications) and an advocacy strategy.
- You draft the annual activity report of the Access to Justice program for the Europe region and technical support and validate the submission of narrative reports to donors funding justice projects.
- You conduct situation analysis in the region and propose development contexts for the Access to Justice program.
- You contribute to the dynamics of the Access to Justice program at the global level and work as a team with other regional coordinators, the head of the program, and deputy.
- You lead the team of access to justice national project managers/coordinators in order to contribute to knowledge sharing and give greater coherence to the program.

YOUR PROFILE

- Minimum Master's degree in Law from an accredited educational institution.
- 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.
- Excellent communication skills. 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).
- Ability to establish an environment of cooperation and collaboration.
- Excellent team player.
- Self-motivated, with skills to support and advise others.
- Ability to learn from difficult experiences, capitalize on mistakes and seize opportunities.
- Experience in contributing to projects with team members located in several countries.
- Results-oriented and problem-solving skills.
- Capacity for rigor and precision, transparency, and honesty.
- Ability to uphold high standards under pressure and with tight deadlines.
- Flexibility and adaptability.

HOW TO APPLY

Qualified applicants are encouraged to submit their CV and motivation letter in English to: recruitment@tdh-europe.org. Please include [A2J Regional Coordinator, your name and surname] in the subject line of the application email. Please indicate in the motivation letter your preferred location (Hungary, Romania, or Greece) of employment and your earliest start date. Incomplete applications and applications arriving after the deadline will not be taken into consideration.

Please note that only short-listed candidates will be contacted for the first interview.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.