

## Pool for Grant Writing Consultants

Athens, Greece

**Function:** Consultant

**Place of work:** Home

**Reports to** Head of Country Office Greece

**Start date:** upon demand.

### BACKGROUND

Terre des hommes Foundation, a member of the International Federation Terre des hommes, is the largest international child rights NGO in Switzerland established over 60 years ago. We operate in over 35 countries with over 100 projects of development aid and emergency impacting over 3 million beneficiaries annually. In Europe our direct assistance projects, strengthening systems and advocacy activities are primarily focused in the areas of access to justice and migration. Terre des hommes Hellas promotes child protection and access to justice for children through programs addressing abuse, offending behaviour, school-based gender violence, and mental health. It empowers children, parents, and educators with training and workshops, while leveraging AI to improve access to information about children's rights and services.

### PURPOSE OF POOL OF GRANT WRITERS-CONSULTANTS

Terre des hommes Hellas is publishing this Open Call for Consultants with the purpose of creating a Pool of Grant Writers that will support the organization with drafting strategic proposals for funding.

The pool of consultants will ensure:

- Timely availability of Grant Writers to respond to specific proposals as requested by Terre des hommes Hellas.
- Assignment of proposal writing according to thematic expertise of consultants
- Assignment of proposal writing according to donor expertise of consultants
- Quality assurance of proposals and increased success rates

This position will be responsible for the development of proposals with collaboration with the Head of Office, the Programme teams and the Senior Finance Officer in Greece.

### General responsibilities

- Develop full fundraising proposals (concept notes and full applications) through grant-writing.
- Act as a technical advisor for collaborative and multi-country proposal development.
- Conduct thematic research of the proposal topic and facilitate information management, collecting, disseminating, and centralizing information for the proposals to make them consistent and increase the success rate.
- Provide support and advice on compliance with Donor requirements.
- Provide support and advice on effective proposal budget development to increase the attractability of the proposal.
- Develop fundraising proposals through grant-writing and team mobilization.

## YOUR PROFILE

- Extensive experience, at least 5 years, in grant writing for single and multi-partner and multi-country proposals.
- A successful track record with international/regional institutional donors such as EU- EC (CERV, JUST, Erasmus+, AMIF), EEA grants, and UN agencies and national funding streams. (National Strategic Reference Framework (ESPA), calls for funding from Ministries and the public sector, private Greek institutions/foundations)
- Excellent command of written and spoken Greek & English. Fully proficient in writing and editing grant proposals in both languages.
- Interest and/or experience of writing proposals on issues concerning child rights, including: child protection/safeguarding, education, mental health/psychosocial support, access to justice, migration.
- A commitment to excellence, knowledge, and respect for donor rules & attention to detail
- Ability to uphold high standards and punctuality under pressure.

## TO APPLY:

Qualified applicants are encouraged to submit their **CV** and **motivation letter** with **writing samples** clearly demonstrating their experience in proposal writing and their indicative **fee** per proposal or daily rate or other modality to: **grc.logistics@tdh.org**

The incumbent will conduct his or her duties in full accordance with the Terre des hommes Charter and the Convention on the Rights of the Child and will abide by the Terre des hommes Global Child Safeguarding Policy