

Recruitment of a full-time Project Manager

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 44 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 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.

VSE is going through an exciting period of expansion with a number of new projects and policy opportunities and is therefore recruiting a full time Project Manager for an initial period of 12 months with the possibility of extension.

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 2 years of proven experience in managing international/EU projects.

The post holder will be responsible for running or working on a number of projects as well as winning new projects and partnering on projects.

The Project manager's primary project responsibilities will include:

- Developing victim support services in Serbia - with the World Bank and the Serbian authorities;
- A 28 Country study assessing the practical implementation of the EU Victims Directive

In addition, the Project Manager will support the Executive Director and the Policy Officer on core VSE objectives including:

- Supporting the establishment or strengthening of national victim support organisations in 13 EU Member States;
- Improving support to victims across borders;
- Developing training programmes;
- 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 Administrative and Project Officer, Policy Officer and Office Manager. The post will be based in our head office in Brussels.

Key responsibilities

Managing project applications

- Identify and capitalise on project opportunities.
- Develop and draft VSE led project applications including budget preparation, and including partner management.
- Manage VSE's role in project applications led by other organisations.

Managing project delivery

- Manage VSE led projects and lead VSE's role in projects led by other organisations including through:
 - implementation of project management processes, management of project team, ensuring the delivery of the project to time, budget, and quality standards, Ensure compliance with the client contract
 - Elaboration of analytical reports (e.g. analysis methodologies, diagnosis) and relevant general documents as required
 - Stakeholder co-ordination and management including developing partner and stakeholder relations, managing delivery of partner objectives, organisation of project events, reporting and communications
 - Management of project finances including planning, monitoring and payments
 - Management and leadership of project staff and experts including recruitment, oversight of task completion and quality
 - Management and oversight of project logistics

Research and analysis

- Lead content delivery of projects including through:
 - Development of project methodologies, using quantitative and qualitative research techniques
 - Research on victims' rights and victims' issues
 - Legal and policy analysis
- Support delivery of wider VSE activities including policy development, training programmes, and advocacy work and representation of VSE at external events

Skills & Experience

General requirement

- At least two years of relevant work experience in carrying out and managing projects and research.
- Hold a university degree. A degree relevant to victimology and victims' issues and/or in law is an advantage.
- 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

- Very good knowledge of victims' issues
- Excellent and proven managerial, organisational, leadership and teamwork skills
- Excellent oral and written communication skills in English. Knowledge of other European languages is an advantage
- Proven experience in developing project methodologies and project applications
- Proven experience in managing/coordinating complex projects
- Proven experience in research and legal and policy analysis
- Proficient computer skills especially Microsoft applications
- Good knowledge of the European institutions and advantage

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
- Very organised with a strong attention to detail.
- Excellent managerial skills
- Flexible – post holder will be required to travel
- Customer focused; able to relate to staff and volunteers at all levels

Terms of the contract

The position of Project Manager is full-time (38 hours/week).

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 30 December 2016**. A first round of interviews will be held at the Victim Support Europe office in Brussels during the week of 9 – 13 January 2016.

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