

BRIDGE PROJECT

PLEASE READ CAREFULLY THE APPLICATION PROCEDURE AT THE END. Introduction and Key Responsibilities

Victim Support Europe (VSE) is seeking a dynamic and passionate individual for the role of **Project Assistant** or **Junior Project Officer** who will contribute to the successful delivery of the EU BRIDGE project in Latvia.

Why is this a great opportunity?

- You will be working work in a dynamic and international environment, using a multi-stakeholder and participatory approach, driving real improvements in victim support services in Latvia.
- You will collaborate with national authorities, key service providers and EU institutions, gaining valuable insights and experience.
- You will cooperate with other teams working on the same project in different countries, enhancing your skills and expanding your professional network in the field of victim support and human rights.

VSE is the leading European umbrella organisation advocating for all victims of all crimes. With over 80 member organisations from 36 countries supporting around 3 million victims of crime every year, VSE helps transform the lives of millions of the most vulnerable people in society. We strengthen rights, advocate for change and support national services across Europe and beyond. VSE partners with distinguished international specialists in victims' rights and support, ensuring excellence and adherence to the highest quality standards.

The aim of the BRIDGE project is to improve national victim support systems, delivery of victim support services and strengthen victims' access to rights in two EU Member States: Latvia and Lithuania.

Based in Latvia, the **Project Assistant** or **Junior Project Officer** will work on the project day-to-day operations in the country. Under the supervision of Brussels based management and project lead based in Latvian, and in collaboration

with the Latvian Ministry of Justice, they will be integrated in the project team and will contribute to the implementation of the project activities.

Key responsibilities:

- Supporting the project lead in Latvia in the management of the project processes, ensuring the delivery of the project, budget, and quality standards;
- Working closely with the project lead to make sure the financial requirements of the project are respected;
- Supporting the development of relations with key stakeholders generating and maintaining the necessary engagement to ensure a structured participatory process at the national level;
- Co-developing and implementing research tools (interview questionnaires, focus groups, surveys) for the data collection phase of the project;
- Processing and supporting the presentation of collected data;
- Supporting the design and development of solutions (assessments, protocols, mechanisms) for national stakeholders;
- Working on the drafting of analytical reports and relevant technical and administrative documents as required;
- Organising and co-conducting project events, stakeholders' meetings and communications;
- Supporting the delivery of national capacity building activities and events;
- Supporting the development of guidance and training for victim support practitioners and wider stakeholders;
- Other tasks required to successfully deliver the project.

Skills & Experience

Skills & Experience

Essential requirements:

- A university degree in law, human rights, criminology/victimology, international relations, public administration or a similar field;
- At least 2-3 years of relevant work experience in implementing projects;
- Basic understanding of human rights, criminal justice systems and victims support systems;
- Proficiency in English and Latvian;
- Legal right to work in Latvia.

Desirable knowledge and qualifications:

- Specific knowledge of EU victims' rights legislation or related policy frameworks;
- Basic knowledge of the organisation of the Latvian public sector;
- Relevant qualifications in project management.

Technical Skills:

- Proven organizational, and teamwork skills;
- Excellent oral and written communication skills in Latvian and English;
- Experience in supporting project implementation;
- Experience of working in multi-cultural and/or international teams;
- Proficient computer skills especially Microsoft applications.

Personal Skills:

- Ability to prioritise workload and meet deadlines;
- Excellent interpersonal skills and ability to relate to people in all situations;
- Very organised with a strong attention to detail;
- Good understanding of the workflow and ability to work in a fast-paced environment;
- Demonstrates genuine enthusiasm, initiative, and a proactive attitude in advancing victims' rights and contributing positively to VSE's mission and team.

We are looking for someone who is not only skilled and committed, but also passionate about making a real difference for victims of crime across Europe and beyond. At VSE, dedication and keen interest matter—we value colleagues who bring creativity, drive, and a genuine commitment to improving victims' support systems. If this sounds like you, we encourage you to apply and join our mission.

Terms of the Contract

The position is based in Latvia and will require regular presence at the premises of the Latvian Ministry Justice (exact percentage of time subject to confirmation). The selected candidate will be offered a full-time contract for a two-year period. Salary range between 1.600–1.900 € (gross) per month, depending on experience and qualifications. Standard Latvian employment contract including statutory benefits.

Application Guidelines

To apply, please submit your application to recruitment@victimsupporteurope.eu with the subject line: "BRIDGE Project

Assistant / Junior Project Officer Latvia"

The email must contain:

- an up-to-date ENGLISH CV;
- a cover letter written in ENGLISH outlining the motivation to apply for this role, what special attributes the applicant would bring to the job, and what skills, knowledge and experience would he/she bring to the role;
- a minimum of two references that may be contacted during the recruitment process should be mentioned.

Shortlisted candidates may be required to complete a skills assessment as part of the selection process.

Deadline for applications: 13 November 2025 (23.59 CET)

Applications will be examined on a rolling basis

Expected starting date: As soon as possible