

BRIDGE PROJECT

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

Victim Support Europe (VSE) is seeking a skilled, experienced and passionate professional for the role of **Senior Project Officer** who will lead 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: Lithuania and Latvia.

Based in Latvia, the **Senior Project Officer** will lead the project's day-to-day operations in the country. Under the supervision of the Project Director and Brussels-based Project Manager, and in collaboration with a Project

Officer/Assistant based in Latvia, as well as the Latvian Ministry of Justice, they will coordinate the implementation of the project activities in Latvia.

Key responsibilities:

- Managing the project processes in the country, ensuring and monitoring the delivery of the project objectives, budget, and quality standards;
- Provide administrative support for the development, implementation and production of project reports.
- Ensuring that the financial requirements of the project are respected;
- Leading the development of relations with key stakeholders, generating and maintaining the necessary engagement to ensure a structured and collaborative participatory process at the national level;
- Managing the work of external experts contracted to deliver specific project tasks;
- Developing and implementing research tools (interview questionnaires, focus groups, surveys) for the data collection phase of the project;
- Processing and presenting the collected data;
- Contributing to the design and development of solutions (assessments, protocols, mechanisms, etc.) for national stakeholders;
- Working on the drafting of analytical reports and relevant technical documents as required;
- Organising and conducting project events, stakeholders' meetings, committees and communications;
- Supporting the delivery of national capacity building activities;
- Supporting the development of guidance and training for victim support practitioners and wider stakeholders.

Skills & Experience

Essential requirements:

- A university degree in law, human rights, criminology/victimology, international relations, public administration or a similar field;
- At least 4-5 years of relevant work experience in managing and implementing projects;
- Good 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;
- Good knowledge of the organisation of the Latvian public sector;
- Relevant qualifications in project management.

Technical skills:

- Very good and proven managerial, organisational, and teamwork skills;
- Excellent oral and written communication skills in Latvian and English;
- Proven experience in project implementation;
- Proven experience in building and managing relations with stakeholders;
- Proven experience in conducting research / assessments and drafting of analytical reports;
- Proven experience in communications activities;
- Proficient computer skills especially Microsoft applications;

Personal Skills:

- Ability to prioritise workload and meet deadlines;
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Very organised with a strong attention to detail;
- Strong managerial skills;
- Flexible – post holder will be required to travel inside and outside Latvia (the related costs will be covered by the project);
- Customer focused; able to relate to staff and volunteers at all levels;
- 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 2.600–2.900 € (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 Senior Project Officer"

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.