Vacancy at ENNHRI’s Permanent Secretariat

Project Coordinator
Project on Human Rights of Older Persons and Long-term Care

1. Background

The European Network of National Human Rights Institutions (ENNHRI) comprises National Human Rights Institutions (NHRIs) from across wider Europe. NHRIs are state funded institutions, independent of government, with a broad mandate to promote and protect human rights. They are accredited by reference to the UN Paris Principles. ENNHRI’s Permanent Secretariat is based in Brussels.

Beginning in January 2015, ENNHRI is coordinating a 2.5 year project on “Human Rights of Older Persons and Long-Term Care” (the Project), with funding support from the European Commission (DG Employment). The Project aims to embed a human rights based approach in the long-term care of older persons in Europe, with an emphasis on residential care. The Project will be coordinated by the ENNHRI Secretariat, with support from an Advisory Group of experts in the field.

The Project will include:
• Desk-based research on the human rights standards relevant to older persons in long term care, and a human rights based approach to care;
• Monitoring of the human rights situation of older persons in long-term care in six representative EU Member States;
• Conclusions on some key trends in the human rights situation of older persons in long-term care in Europe, and recommendations to address this situation;
• Engagement with key European and international stakeholders; and
• Awareness-raising of a human rights based approach to care, and the Project.

In this context, ENNHRI seeks a **Project Coordinator** to support the implementation of the Project.

2. Job Description

• Coordination and management of the Project’s activities, including support to Pilot and Advisory Groups and planning for Project meetings;
• Undertaking research relevant to the Project;
• Drafting reports on the Project, for internal and external use;
• Engaging with the Project Groups, ENNHRI members, EU actors, and other relevant stakeholders;
• Overseeing awareness-raising activities, through drafting texts to updating webpages;
• Reporting on all activities; and
• Any other reasonable duties as are required in line with the general responsibility of the role.
3. Person Specification

Essential Criteria
- Relevant professional experience in human rights, including research;
- Professional experience of project management;
- Experience and knowledge of the European human rights framework;
- Demonstrable knowledge of international developments in the human rights of older persons;
- Excellent organisational skills, including an ability to prioritise work and manage conflicting deadlines;
- Ability to work on own initiative, with minimal supervision;
- Excellent communication skills (oral and written) in English language; and
- Competent computer skills.

Desirable Criteria
- Professional experience of working on the human rights of older persons and/or human rights the context of social care;
- Experience of working with NHRIs;
- Demonstrable knowledge of the EU framework;
- Experience of working in an international environment; and
- Additional language skills.

4. Terms and conditions

This is a full time post to be performed at the ENNHRI Secretariat in Brussels, supervised by ENNHRI’s Secretary General. The post holder would be expected to travel occasionally within Europe.

ENNHRI offers a fixed term Belgian employment contract to 30 June 2017, with a salary range of €3200 to 3500 gross per month, according to level of experience. The contract includes additional holiday payment and a end of year payment (pro rata), as well as secondary employment benefits (travel to and from work and lunch vouchers). The holiday entitlement is 26 days (pro rata), plus public holidays. The starting date is 1 March 2015, or as soon as possible thereafter.

5. Application Procedure

Applications are welcomed through the application form, which can be found at http://www.ennhri.org/older-persons-project.html Please note that we do not accept, and will not read, CVs and covering letters. Completed application forms should be signed (by hand or electronic signature) and sent to ENNHRI’s Secretariat at: ENNHRIJobs@cntr.be.

The deadline for applications is 12H00 on 2 February 2015. Interviews will be held on 16 or 17 February 2015 in Brussels (or by Skype).

For further information, please contact: ENNHRI.Secretariat@cntr.be

ENNHRI is an Equal Opportunities Employer.