

Job Vacancy at ENNHRI Secretariat

Senior Network Development Officer (Full time)

1. Background

ENNHRI (European Network of National Human Rights Institutions) brings together 42 National Human Rights Institutions (NHRIs) from across wider Europe. NHRIs are independent institutions, with a broad legislative or constitutional mandate to promote and protect human rights. They are accredited by reference to the UN Paris Principles to ensure their independence, plurality, impartiality and effectiveness. ENNHRI is one of four regional groups of NHRIs, which together make up GANHRI, the Global Alliance of NHRIs.

In 2013, ENNHRI established a Permanent Secretariat in Brussels. The Secretariat supports and facilitates ENNHRI's work, including: assisting in the establishment and accreditation of NHRIs; facilitating capacity building and training; coordinating exchange of information and best practice between members; engaging with regional mechanisms; and intervening on legal and policy developments at a European level.

ENNHRI seeks a **Senior Network Development Officer** to lead the development of ENNHRI as a network.

2. Job Description

- Development of network, including:
 - Development of membership and governance policies;
 - Lead on General Assembly Meetings, and support on Board Meetings; and
 - Lead on structural member engagement.
 - Lead on monitoring and evaluation framework
- Fundraising, including:
 - Development of fundraising strategy;
 - Seeking appropriate donors; and
 - Lead on fundraising applications
 - Grant management on activities, including reporting on core grants
- Development of Secretariat, including
 - Knowledge management, and
 - Lead on the development of office policies
- Linking communications to network and organizational development
- Management of Communications Officer, Administration Officer (and Junior Programmes Officer in 2018)
- Other items arising, as reasonable for post, including occasional travel

3. Person Specification

Essential Criteria

- At least five years' relevant professional experience
- Experience of grant management, including monitoring and evaluation
- Experience of working on EU grants
- Experience of fundraising and developing strategies
- Experience of working for a membership organisation
- Experience of staff management
- Professional working level of English
- Excellent communication and inter-personal skills
- Excellent organisational skills
- Ability to work both in a team and on own initiative

Desirable Criteria

- Experience of developing governance and organisational policies
- Experience of organisational knowledge management
- Understanding of how communications feeds into organisational and network development
- Knowledge of European human rights framework
- Knowledge of NHRIs and their networks
- Experience of working in an international environment
- Excellent computer skills
- Additional language skills

4. Terms and conditions

This is a full time post to be performed at the ENNHRI Secretariat in Brussels, reporting to ENNHRI's Secretary General. The post holder will manage at least two staff members, and will work in close collaboration with the Senior Human Rights Officer, Finance Officer and Project Coordinator. This post requests occasional travel within Europe. The starting date is as soon as possible following interview.

ENNHRI offers an open-ended Belgian employment contract, which is subject to funding and performance. The salary range is €3,800 to €4,100 gross per month, according to level of experience and expertise. The contract includes statutory holiday payment and a 13th month (pro rata), as well as secondary employment benefits (such as monthly STIB travel pass and lunch vouchers). The holiday entitlement is 26 days (pro rata), plus public holidays.

5. Application Procedure

Applications are welcomed through the application form, which can be found at [this link](#). Completed application forms should be sent to ENNHRI's Secretariat at Jobs@ENNHRI.org Please use the subject line 'Senior Network Development Officer'. Please note that we do not accept, and will not read, CVs or covering letters.

The deadline for applications is 24H00 on 27 May 2018. Interviews will be held during the week of 11 June 2018 in Brussels. For further information, please contact: Jobs@ENNHRI.org

