

## EUROCHILD CHILD PARTICIPATION COORDINATOR

### Vacancy Notice

*Starting November 2024 – full-time permanent contract – Brussels based.*

**Eurochild** is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children and young people at the European level and, through its membership, in European countries. We are supported financially by the European Commission. In the almost 20 years since its establishment, Eurochild has grown into one of the most influential networks on children's rights in Europe. It has 200 members across 41 countries in Europe.

#### About this position

This position at the Brussels-based Secretariat of the Eurochild network entails the delivery of Eurochild's strategic goal on child participation, supporting how it is translated into activities, so that the network can lead by example and demonstrate how children's rights to participate can be realised in practice. The role involves working directly with children and accompanying adults selected to work with Eurochild, as well as involvement in project delivery with Eurochild members. The child participation coordinator is responsible for activities and events with direct children's involvement, including assuring safeguarding and pedagogical and meaningful activities and outcomes and overseeing partnerships with external partners and trainers.

Child safeguarding and protection is a key area of the job and the coordinator has responsibility to ensure compliance with Eurochild's child protection policy as well as child participation standards liaising with events coordinators. The candidate will also be responsible for child safeguarding risk assessments and develop and implement child protection and safeguarding protocols. The child participation coordinator supports the offer of child participation and safeguarding trainings, including effective quality assurance and controls. The Child Participation Coordinator provides guidance and supervision to the Child Participation Officer and the Child Participation and Events Intern.

**We are looking for** a motivated individual with experience and a keen interest in child participation and child protection as well as project management and policy work. **The Child Participation Coordinator** will work with the Child Participation and Policy Officer, the Child Participation and Events Intern, as well as other members of our team.

#### Support and supervision

The Child Participation Coordinator will report to the Director of Child Rights and Capacity Building. The candidate will also receive support from the Child Participation and Policy Officer as well as other members of the team.

#### Candidate profile

We are looking for a candidate with:

- Minimum 3 - 5 years of relevant experience in a similar role, at national or international level.
- Knowledge and experience in facilitating activities with children from diverse backgrounds and countries.
- Knowledge of child safeguarding and child protection in the area of child participation.
- Experience in child participation and child safeguarding trainings for adults and children.
- Strong interpersonal and communication skills, with specific skills in communicating with children and young people



- Educational, youth worker or similar background
- Strong experience in child participation policy development
- Strong organisational and time management skills, ability to multitask, and high attention to detail
- Strong computer skills, especially Microsoft Word, Excel, Outlook and online platforms
- Good spoken and written English is a requirement; other EU languages are an asset
- Ability to work independently and collaboratively in a dynamic team environment
- Ability to provide two professional references

## Conditions

- 3300 – 3600€ gross monthly salary depending on experience
- Benefits (13<sup>th</sup> month, lunch tickets, full hospitalisation & pension insurance)
- Location: Eurochild Secretariat, Brussels.
- Preferred starting date: 1 November 2024.
- Type of contract: full time (permanent)
- The successful candidate must have the right to live and work in Belgium

### Are you interested?

#### To apply:

Please complete [this online form](#) in English, add your CV (pdf) and submit.

Deadline for applications: **4 September 2024, midnight (CET).**

**Only short-listed candidates** will be notified and invited to the first round of **online interviews** (16 September 2024 - date to be confirmed). Pre-selected candidates will be invited for a second round of online interviews with members of the Eurochild Children's Council. The selected candidate is expected to start in November 2024.

If you have not been contacted by us by **end-September**, please assume you have not been selected for the interviews. We thank you for your interest in Eurochild and wish you every success in your future.

**Confidentiality:** *All information given upon application will be treated in a confidential manner and according to [Eurochild's privacy policies](#).*

*Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.*

If you have any questions about this vacancy, please email Eurochild Director of Child Rights and Capacity Building, Mieke Schuurman – [mieke.schuurman@eurochild.org](mailto:mieke.schuurman@eurochild.org)