

BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION

Position: Programme Support Officer The Netherlands
Team: Programme Team
Reports to: Country Representative The Netherlands
Based in: The Netherlands; The Hague
Date: March 2018



PURPOSE

At the Bernard van Leer Foundation, we believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, prosperous and creative societies.

We are a private foundation focused on developing and sharing knowledge about what works in early childhood development. We provide financial support and expertise to partners in government, civil society and business to help test and scale effective services for young children and families.

THE POSITION

The Programme Support Officer The Netherlands supports in the implementation, monitoring, and evaluation of the Bernard van Leer Foundation's investments in the country and its impact on policies and practices for early childhood. The Programme Support Officer will assist in the monitoring, reporting and development of partnerships and programmes, perform research and writing tasks and provide administrative support to the Representative The Netherlands.

PRINCIPAL RESPONSIBILITIES AND TASKS

- Supports in ongoing monitoring, tracking and evaluation of Foundation programmes and partnerships in The Netherlands
- Assists in capturing and sharing knowledge on The Netherlands programmes within the Foundation and externally
- Joins key meetings with external stakeholders, write summaries and assist with follow up
- Conducts web-based research tasks and summarize findings upon request
- Assists in the planning, logistics and implementation of technical meetings, events and travel with partners and third parties
- Adapts global content to local context
- Coordinates all communications needs of BvLF the Netherlands, including English and Dutch online and offline content development, PowerPoint presentations, social media, localisation & translations
- Provides editing and formatting support for The Netherlands office communications
- Drafts correspondence from the Representative The Netherlands
- Processes expenses, invoices and other financial documentation
- Maintains the Representative The Netherlands' agenda, including scheduling phone calls and meetings.

PROFESSIONAL CONTACTS

Inside the Foundation: Country Representative The Netherlands, Programme Administrators

Outside the Foundation: external suppliers, consultants and external stakeholders

QUALIFICATIONS, SKILLS AND COMPETENCIES

Qualifications, skills and experience:

- Bachelor's degree
- At least 3 years work experience
- Excellent planning and organising skills
- Excellent verbal and written communications in Dutch & English (mother tongue Dutch & high level of English)
- Cross-cultural competency to engage with diverse populations
- Strong interpersonal, partnership-building and collaboration skills
- Proficient in use of Microsoft Office 365
- Tech savvy and strong analytical skills
- Motivated, energized and excited to work for the mission of the Foundation
- Positive, can-do approach to overall work and challenges

Organisational competencies:

- Teamwork
- Learning Ability
- Result Orientedness

Job specific competencies:

- Client Orientedness
- Written Communication
- Organisation of Own Work
- Quality Orientedness

LOCATION: The Hague