BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION
Position: Senior Specialist Early Childhood Development
Team: Programme with dotted line to Knowledge for Policy
Reports to: Programme Director with dotted line to Knowledge for Policy Director
Based in: The Hague, The Netherlands
Date: May 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 Senior Specialist Early Childhood Development plays a key role within this team, providing advice and support to strategic partners implementing scaling partnerships, contributing to the development of the Foundation’s strategy, and helping establish and nurture strong relations with networks of implementers and experts.

PRINCIPAL RESPONSIBILITIES AND TASKS
1. Identify, provide and facilitate the appropriate technical assistance on early childhood development (in particular the period of a child’s life from conception to age three) and scaling programs to strategic partners and to BvLF Country Representatives in all countries where we work. Particular focus on parenting programmes, indicators, monitoring and evaluation
2. Work with Management Team and Programme Team to define the areas of a scale-up process where the foundation can add the most value and help to facilitate support for the partners in these areas
3. Lead production of new editions of BvLF’s early childhood development training/knowledge products and resource materials.
4. Review and provide early childhood development-related feedback to all BvLF proposals above agreed threshold.
5. Coordinate cross-programme learning across BvLF’s country programmes.
PROFESSIONAL CONTACTS

Inside the Foundation: Programme Team, Programme Director, Knowledge for Policy Director, Knowledge for Policy Team, Executive Director.

Outside the Foundation: Strategic institutional or individual contacts, partners, stakeholders.

QUALIFICATIONS, SKILLS AND COMPETENCIES

Early childhood:
- Early childhood expertise in a relevant discipline (health, nutrition, education, development, psychology, public policy or another relevant field) with particular expertise in the period of a child’s life from conception to age three
- 10 or more years of relevant experience, including considerable experience in the implementation of health, nutrition and early childhood related projects in the field, and ideally experience of taking a programme to scale (e.g. a national programme)
- Excellent knowledge of the health, nutrition and early childhood development landscape: Able to navigate early childhood related networks and early childhood specialists (government, academia, foundations, international organizations, etc.)
- Of particular interest for our work are knowledge of early childhood health & nutrition, brain development, parenting education, urban and place-based approaches to early childhood development

New ideas:
- Aptitude for applying an early childhood lens to other cross-cutting issues particularly urban planning and humanitarian assistance
- Interest and ability in thinking strategically and innovatively about how BvLF can enact its mission and continue to contribute in unique ways to the early childhood field.

Analytical and management skills:
- Strong analytical and communication skills: can extract/synthesize and structure information for different audiences and develop materials to deliver key messages
- Strong project management skills: able to manage multiple projects and deadlines
- Strong communication and networking skills
- Partnership management

Languages:
- Fluent in English
- Desirable: professional proficiency in other languages used in the Foundation’s programs, currently Arabic, Dutch, French, Hebrew, Hindi, Portuguese, Spanish, Turkish.

Organizational competencies:
• Teamwork
• Learning Ability
• Result Orientedness

Job specific competencies:
• Problem Analysis
• Market-orientedness
• Client-orientedness
• Written Communication

LOCATION: The position is based in our headquarters office in The Hague. Travel to our core countries and elsewhere is required (approximately 20%).

WE OFFER
• We offer a competitive salary and benefits package, including opportunities for personal development
• Type of contract: initial contract will be for 1 year with the opportunity to extend into a longer-term position based on good performance
• Working week: 37.5 hours
• International and professional working environment

YOUR JOB?
Are you enthusiastic about this job? If so, please send your detailed resume and motivational letter in English to hr@bvleef.nl not later than 1 June 2018 and mention in the subject Application for Senior Specialist Early Childhood Development.