Work with us towards a good start for all children

Programme Coordinator
Programme Team

Bernard van Leer Foundation
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Will you join our team?

For a maternity leave replacement we are looking for...

...a Programme Coordinator for The Netherlands from the 17th of August till the 19th of March (30 weeks, indication of 32 hours a week).

The ideal candidate is energetic, detail focused and has great planning and communication skills. We are an independent foundation working worldwide to inspire and inform large scale action to improve the health and wellbeing of babies, toddlers and the people who care for them. Our independence allows us to take risks on innovative ideas and bold leaders and make the kind of long-term, non-partisan commitment required to achieve and sustain large scale change.

Our work in the Netherlands is focused on more effectively supporting and improving the environment of the approximately 15 percent of young children and their care givers who lack promotive factors for child development and/or are confronted with multiple risk factors. Our focus has shifted from reactive to more preventive care for vulnerable young children and their parents, from before conception through pregnancy and till the age of 3. We see that coherent, integrated approaches and programmes in this crucial period can have a great impact on the health and well-being of children – and, with that, on future adults and work on this in different projects.

The Programme Coordinator for The Netherlands facilitates the implementation and monitoring of our dynamic projects, partnerships and investments. This is done in close cooperation with the Country Representative of the Netherlands. Specific tasks of the coordinator are planning and correspondence, collecting and sharing learnings and providing technical assistance to partners to increase their impact. The coordinator monitors relevant national and international developments and identifies leads and actions for the Country Representative. As Programme Coordinator you are part of the enthusiastic program team for the Netherlands, and closely connected to other country teams, our Knowledge for Policy team and our Operations colleagues. The office is located in The Hague and meetings with partners take place in different cities in the Netherlands (mainly in the Randstad). The programme coordinator reports to the Country Representative for the Netherlands Leontien Peeters.

"Working every day to improve the lives and futures of babies and toddlers in the Netherlands is a privilege. The foundation is in a unique position to use knowledge and resources to support and improve the people and places that matter most for young children. The diverse, smart and warm BvLF team makes each working day valuable and fun. Looking forward to meeting and working with you."

Leontien Peeters
Our mission and approach

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, peaceful and creative societies.

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We believe the major challenge is the transition to scale. Plenty of ideas to improve the youngest children’s health, nutrition, protection and learning have proven their worth in small-scale projects – but how do we effectively reach hundreds of thousands or millions of children? To address this challenge, we work in the following ways:

→ We are constantly scanning the world for innovations and good practices that can achieve large-scale change.

→ We go beyond pilot projects and address the challenges of large-scale implementation.

→ We identify bold leaders from diverse backgrounds and support them and their teams to take large scale action.

→ We provide access to curated global knowledge and expertise, connections to an international network of peers, strategic funding and advocacy.

In the current strategic period, our work focuses on three solution areas:

Parents+
Combining coaching for parents and other caregivers in early childhood development with services that meet families’ basic needs.

Urban95
Incorporating a focus on babies, toddlers and the people who care for them into urban policy, planning and design.

Early Years
Promoting investment in the early years and sharing the science of early childhood development and best practices in transitioning successful early years initiatives to scale.
Our history

The Bernard van Leer Foundation’s mission is to improve opportunities for young children growing up in circumstances of social and economic disadvantage.

Our income derives from the sale of the packaging business built by our founder, Bernard van Leer, during the first half of the 20th century.

It was Oscar van Leer, Bernard’s son, who focused our foundation's activities on children in 1964.

Today, we remain guided by his belief that giving all children a good start in life is not only the fair thing to do, but also an effective pathway to building more healthy, creative and peaceful societies.

Since Oscar chose to focus our mission on young children more than 50 years ago, we have invested over half a billion Euros, supporting pioneers and leaders from around the world to develop and spread knowledge about how to make effective investments in child development.

This work has:

→ led to innovations widely adopted by governments and non-profit organisations;

→ generated ideas that changed the way people think about the earliest years of a child’s life; and

→ informed public policies in more than 25 countries.
Our organisational structure

Our annual operating budget is approximately € 19 million.

We are funded by and represent the majority of the charitable spending and staffing of the Van Leer Foundations, which also provides financial and technical support to two strategic partners based in Israel, the Van Leer Jerusalem Institute and the Jerusalem Film Centre. The Institute and the Film Centre are focused on strengthening democracy, equality and regional peace.

With close to 40 employees worldwide, our headquarters are in The Hague, The Netherlands.

Our Management, Operations, Knowledge for Policy, and Netherlands Programme teams are based at headquarters. We currently work in Brazil, Côte d’Ivoire, India, Israel, Lebanon, Jordan, the Netherlands, Peru and Turkey, including in more than a dozen cities in these countries as well as in Colombia (Bogota) and Albania (Tirana).

The Van Leer Foundations are governed by a Board of Trustees that meets four times per year. The Board is composed of accomplished leaders in business, civil society and government.
About the position

The Programme Coordinator The Netherlands facilitates 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 Coordinator supports the Representative The Netherlands in the execution and development of strategies grounded on the scaling up parenting programs that can be bundled with existing services for families (Parents +).

The Programme Coordinator also supports the implementation and development of strategies aimed at adapting the urban environment of the city to the needs of low-income families with children from gestation to 5 years (Urban95).
Principal responsibilities and tasks

→ Represents the Country Representative The Netherlands in the country

→ Takes part in strategic and work plan discussions

→ Contributes to design, monitor and evaluate the country strategy in coordination with Representative

→ Identifies and discusses opportunities of investment with Representative

→ Provides administrative support for proposal production and work plan formulation

→ Assesses initial drafts of budgets; and monitors their implementation

→ Coaches and supports partners and allies.

→ Documents and reports program progress. Contributes to writing and reporting of various documents specific to the team and/or region such as quarterly progress reports, proposals, workplans, and political updates

→ Attends internal meetings and external events to keep up to date on the latest information on team, region, or partners

→ Assists in the planning, logistics and implementation of technical meetings, events and travel with partners and third parties

→ Drafts correspondence from the Representative The Netherlands

→ Process expenses, invoices and other financial documentation.

Professional contacts

→ **Inside the Foundation:** Representative The Netherlands, Team The Netherlands, Programme Team, Knowledge for Policy Team.

→ **Outside the Foundation:** Strategic institutional or individual contacts, partners, allies and stakeholders.
Qualifications, skills and competencies

Qualifications, skills and experience:

→ Basic knowledge on ECD or ability to acquire a basic level of knowledge quickly

→ Master’s Degree in Medicine, Health sciences, Urban Development, Social sciences or related field; or complete graduate studies in an Iberic America University (equivalent to Bachelor plus Masters)

→ Track record in program management (at least 3 years)

→ Living in the country for at least 5 years

→ Experience in organizing events

→ Proven ability to work with different stakeholders

→ Fluent in English and Dutch

→ The candidate should be willing to travel frequently

→ Working knowledge of PC-based word processing, presentation and spreadsheet applications

→ Working knowledge of basic budget and accounting procedures

→ Ability to meet deadlines.

Organisational competencies:

→ Teamwork: Contributing actively to a joint result or solution to a problem, even when such teamwork concerns a matter which is not of immediate personal interest.

→ Learning ability: Absorbing new information and ideas and applying them effectively.

→ Results orientation: Actively focused on achieving results and objectives; ready to take action in case of disappointing results.

Organisational competencies:

→ Networking: Initiates the building of old relationships and developing new ones in social events and gatherings.

→ Planning & organising: Effectively determines targets, prioritises the time required, the actions required and the resources needed to achieve certain goals.

→ Written communication: Makes ideas and opinions clear in a report or document that conforms to proper design & structure; writes grammatically correct sentences and uses terminology and words appropriately for the audience.

→ Entrepreneurship: Encouraged to identify, develop and manage business opportunities and shows the willingness to start and successfully see through a project.
Details and how to apply

Role details

**Position:** Programme Coordinator The Netherlands

**Team:** Programme

**Reports to:** Representative The Netherlands

**Based in:** The Hague, The Netherlands

**Closing date:** Please send your application to tempPCNL_vacancy@bvleerf.nl before 4th June, 2020.

The Bernard van Leer Foundation is an Equal Opportunities Employer and particularly welcomes applications from a diversity of backgrounds and experience.
More information

If you have any questions about the role or the application process, please contact Agnes Buis, Human Resources Officer at agnes.buis@bvleerf.nl.

Thank you for your interest in working with us. We very much look forward to hearing from you.