BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Urban95 Officer
Team: Knowledge for Policy (K4P)
Reports to: Lead – Learning and Technical Assistance
Based in: The Hague, Netherlands
Start Date: July 2021
Salary range: from EUR 3072 – EUR 4224 gross per month excluding benefits

ABOUT THE BERNARD VAN LEER FOUNDATION
The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

THE POSITION
The Bernard van Leer Foundation is seeking a mission driven Urban95 Officer to join our Knowledge for Policy team. The officer will provide advice and technical assistance to our partners implementing scaling partnerships with Urban95 cities, help build internal and external capacity on implementation and monitoring of urban initiatives, scan global innovative urban practices to share with our country teams, and assist with early years thought leadership activities including co-ordination of our yearly urban95 convening.

PRINCIPAL RESPONSIBILITIES AND TASKS
Technical Assistance and Capacity Building
• Identify and provide appropriate technical assistance on urban policy, programs and project implementation to strategic partners and teams in our portfolio countries and in our learning partnerships. Particularly focus on early years lens through sustainable mobility, public space, neighbourhood planning, air quality, climate change, social justice and monitoring and evaluation.
• Support knowledge exchange and building capacity on implementation of urban
initiatives both internally within BvLF staff and externally with existing and new partners.

- Lead and support uptake, maintenance, and update of BvLF’s existing Urban 95 knowledge products, tools, and training resources.
- Globally scan and share innovative practices in urban planning and design that have positive outcomes for babies, toddlers, and caregivers.

Network Management and Events Co-ordination

- Support and co-ordinate knowledge uptake activities such as Executive Education courses, study tours, convenings and events to build capacity on the field across different sectors.
- Co-ordinate our yearly Urban95 convening.
- Connect and foster collaboration amongst network of Urban 95 cities, global partners, and leaders.
- Support the management team with portfolio of global grants and partnerships.
- Provide general and specific support to any administrative work or projects assigned by supervisor.

Program Support for Scaling Initiatives

- Work across teams and sectors to define the areas where the foundation can add the most value and help to facilitate support for the partners.
- Adapt global knowledge to local contexts towards the development of innovative pilots and programs answering the needs of young children and families in different geographies.
- Support and ideate for ongoing efforts to integrate Parent+, Urban 95 and Early Years Thought Leadership objectives in our grants.

PROFFESIONAL CONTACTS

- **Inside the Foundation**: Knowledge for Policy Director, Lead-Learning and Technical Assistance, K4P team, Program Team, and Management Team.
- **Outside the Foundation**: Global partners, Grantees, Urban95 City Partners

QUALIFICATIONS, SKILLS AND COMPETENCIES

Urban Expertise and Experience

- Master’s degree or bachelor's degree along with additional two years of relevant experience in urban studies, planning, policy, social science, or related field.
- Expertise in policy on urban planning and design with proven track of implementing urban initiatives and programs.
- Five or more years of relevant and practical experience, including considerable experience in working with or for city governments and non-profit institutions.
- Excellent knowledge of urban issues in relation to climate change, health, social justice, gender, and equity.
Of particular interest to our work is knowledge on health, urban and place-based approaches to early childhood development.

**Communication and management skills**

- Strong communication skills: can extract/synthesize and structure information for different audiences and develop materials to deliver key messages.
- Effective project management skills: able to manage multiple projects and meet deadlines.
- Experience in negotiating contracts and delivering specific outcomes according to contract is a plus.

**Personal Competencies**

- An aptitude for transferring knowledge and sharing learnings with partners and team members.
- Cross-cultural competency to engage with diverse populations and in diverse cultural settings.
- Well-developed emotional intelligence, including self-awareness, self-management, and empathy.

**Languages:**

Fluency in English.

Proficiency in other languages used in the Foundation’s programs is a big plus. (Arabic, Dutch, French, Hebrew, Hindi, Portuguese, Spanish).

**Organizational competencies:**

- Teamwork
- Learning Ability
- Result Orientedness

**Job specific competencies:**

- Problem Analysis
- Client-orientedness
- Written Communication
- Oral Communication
- Adaptability

**APPLICATION**

Please complete your application online through Applied, an online recruitment platform whose mission is to help organisations hire the best person regardless of their background before 24 June 11:59 hrs pm CET.

[https://app.beapplied.com/apply/liziuvo6i4](https://app.beapplied.com/apply/liziuvo6i4)
You will be asked to submit 250-word answers in English to 3 questions related to the work of this role.