BERNARD VAN LEER FOUNDATION

JOB DESCRIPTION

BASIC INFORMATION
Position: Programme Coordinator Netherlands
Team: Programme Team
Reports to: Representative The Netherlands
Based in: The Hague, The Netherlands
Date: June 2021
Salary Korn Ferry level 15 (EUR 3500 – EUR 4800 excluding benefits)

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 Coordinator Netherlands facilitates the implementation, monitoring and evaluation of the Bernard van Leer Foundation’s activities and investments in the country and its impact on policies and practices for early childhood. The Programme Coordinator supports the Representative Netherlands in the execution, monitoring, and development of strategies grounded on the scaling up parenting programs that can be bundled with existing services for families (Parents +), and the implementation, monitoring, 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). This position will also engage and support an active network of leaders in the country, as part of our Early Years Thought Leadership strategy.

PRINCIPAL RESPONSIBILITIES AND TASKS

• Contributes to the design, monitoring and evaluation of country partnerships and programmes in coordination with the Netherlands Representative.
• Manages key partners and programmes, proactively monitors the progress of projects, including budgets, as part of BvLF investments in the country.
• Resolves issues, initiates appropriate corrective action, initiates extra activities and other management interventions wherever gaps in the programme are identified or issues arise.
• Supports BvLF team in proposal, work plan and budget assessment and the (administrative) approval process for new investments.
• 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, budgets, proposals, workplan and theme specific briefs.
• Coordinates communications needs of BvLF in NL, including online and offline content development, power point presentations, localization & translation.
• Works with the Representative to identify opportunities for investment.
• Joins key meetings with external stakeholders, writes summaries and assists with timely follow up.
• Assists in capturing and sharing knowledge on the NL programs within the foundation and externally.
• Adapts global content to the local context.
• Coaches and supports partners and allies.
• Attends internal meetings and external events to keep up to date on the latest information on team, region, or partners.
• Provides event and travel coordination and logistic support in the Netherlands, when needed.

PROFFESIONAL 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

- Knowledge on ECD or ability to acquire a basic level of knowledge quickly.
- Master’s degree in health sciences, urban planning, social sciences, international development, public policy or related field.
- Track record in program management (8-10 years) in health sciences, urban planning, social sciences, international development, public policy or related field.
- Familiarity with the work of Dutch government at the local, regional and national levels.
- Working knowledge of basic budget and accounting procedures.
- Excellent oral and written communications in English and Dutch required.
- Positive, can-do approach to overall work and challenges.
- Proven ability to work with different stakeholders.
- Good knowledge of PC-based word processing, presentation and spreadsheet applications.
- Ability to meet deadlines and work under pressure.
- Motivated and energized to work for the mission of the Foundation.

Organisational competencies:

- Teamwork
- Learning ability
- Result-oriented

Job specific competencies:

- Networking
- Planning and organising
- Written communication
- Entrepreneurship

LOCATION: The Hague

APPLICATION:

If you are interested, please follow the instructions on the BeApplied platform, before 23 July 23:59 hrs, using the link: [https://app.beapplied.com/apply/wqak0cfvmb](https://app.beapplied.com/apply/wqak0cfvmb)

You will be asked to submit 250-word answers in English to 3 questions related to the work of this role. Unfortunately this position will not be open to international candidates.
If you have any questions about the role or the application process, please contact Agnes Buis, Human Resources Officer at agnes.buis@bvleerf.nl.