BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION

Position: Programme Coordinator
Global Displacement Portfolio

Team: Programme Team

Reports to: Representative Global Displacement

Based in: The Netherlands

Start date: January 2023

Salary: EUR 3600 - EUR 4900 gross per month excluding
13th month and vacation allowance

Apply by: 14 November 2022

ABOUT THE 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

100 million people are currently forcibly displaced globally, and one in five babies are born into conflict settings every year. Since 2017, the Foundation has been working to support these young children (0-5) and caregivers. Evidence indicates that early childhood services, including those that support and guide parents, caregivers, and families in times of crisis, can mitigate the negative effects of trauma and stress on young children and promote resilience and wellbeing. Yet many of these services are lacking in crisis situations across the globe.

Initially, the efforts of the Foundation’s Global Displacement Portfolio focused specifically on supporting families affected by the war in Syria, as well as encouraging prioritization of young children and caregivers in crisis contexts through establishment of the Moving Minds Alliance. Today, we are working to support good practices in early years programmes and policies globally in different crisis contexts. We also incorporate insights from these experiences into learning and advocacy aimed at scaling up support for displaced families everywhere. For more information on current partnerships, please see here.

Working in a small team, the Coordinator supports all activities including partner identification, partnership development, internal knowledge sharing and reporting, and participation in activities aimed at delivering systems-wide change for the youngest children affected by displacement.

We are looking for an energetic, solutions-oriented professional, with a strong commitment to delivering meaningful change for the youngest children. The Global Displacement
portfolio strategy will be reviewed and updated in the coming months, and the Coordinator will contribute actively to this process.

**PRINCIPAL RESPONSIBILITIES AND TASKS**

- Contribute to the identification, design, development, monitoring, evaluation and learning regarding all Global Displacement Portfolio initiatives and partnerships, in coordination with the Global Displacement Representative
- Act as the partner liaison on grant-related administration including proposal development, budget, workplan, M&E and other relevant issues, in collaboration with the Programme Administrator
- Contribute to advocacy and activities aimed at delivering systems-level change for families affected by displacement through the Moving Minds Alliance and other platforms
- Support projects focused on displaced families in the Foundation’s focus countries (Jordan, Brazil, others TBD) as needed, in coordination with the Global Displacement Representative and the relevant Country teams
- Document and report portfolio progress for internal purposes and strategic decision-making via case studies, quarterly progress reports, board reports, the Annual Report
- Support and participate in Foundation events, publications, Executive Education courses and other activities – in close collaboration with team members across the organisation.
- Participate in weekly Global Displacement team meetings, monthly all-staff meetings, and bi-annual strategy weeks, and contribute to organisational sharing and learning on an ongoing basis.

**PROFESSIONAL CONTACTS**

**Inside the Foundation:** Reporting to the Representative Global Displacement (based in London). Working closely with the other Country teams and the Programme Support & Learning team based in the Netherlands.

**Outside the Foundation:** Implementing agencies, national and local level policymakers, international (humanitarian) agencies and major donors, other philanthropic foundations, academia.

**QUALIFICATIONS, SKILLS AND COMPETENCIES**

- Master’s degree in health sciences, social sciences or other relevant field or equivalent professional experience
- Minimum of 5 years of progressive professional experience with at least 3 years in a project management role
- Experience working with or within the humanitarian response system, and committed to supporting displaced populations
- Experience working with or within philanthropic foundations
- Basic knowledge on early childhood development, and a strong interest in promoting it within crisis contexts
• Well-developed emotional intelligence, including self-awareness, self-management, and empathy
• Independent worker that takes initiative
• Very organised and able to meet deadlines
• Outstanding communications and teamwork skills across different time-zones and cultures
• Proficiency with Microsoft Office and a fast learner of other digital tools
• Working knowledge of basic budget and accounting procedures
• Willingness and ability to travel internationally 2-3 times a year for periods up to one week.

Languages:
• Excellent English, both speaking and writing
• Proficiency with other languages used in our work is desirable, in particular Arabic, Spanish or Portuguese.

Organisation-wide competencies:
• Teamwork
• Learning ability
• Results orientation

Job-specific competencies:
• Networking
• Planning and organising
• Written communication
• Entrepreneurship

HOW TO APPLY
If you are interested in this position, please visit
https://app.beapplied.com/apply/jh7k8pziqw and complete the application form before 14 November 2022, 11:59 GMT.

For any questions, please contact Agnes Buis at Agnes.Buis@bvleerf.nl