



**Terre des hommes**

Helping children worldwide.

## Regional Access to Justice Programme Coordinator

Terre des hommes is recruiting a Regional A2J Programme Coordinator to lead the initiatives for 'Access to Justice' (A2J) programme at Europe level. The ideal candidate has strong experience in criminal justice, child protection, social protection and/or development aid.

If you are looking for a meaningful job that will make a lasting impact on the lives of children, we want to meet you.

**Start date** as soon as possible

**Contract** One-year, local, full-time Employment Contract, renewable.

**Comp&Ben** according to local salary grid, private health insurance, accident insurance

**Location** Bucharest, with frequent travels in the region; hybrid work – from office and home

**Deadline for application: 24<sup>th</sup> March 2024**

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes is at the forefront of ensuring the rights and well-being of children across the globe through targeted programs and initiatives. Centred on migration and access to justice, our programs in Europe strive to enhance the availability, quality, and accessibility of services for children affected by migration, while advocating for child-friendly justice systems emphasizing non-custodial measures. Additionally, our expertise in child protection and innovation enables us to develop effective solutions to meet the evolving needs of children in Europe. Geographically, our direct presence spans seven countries, including Ukraine, Romania, Moldova, Hungary, Greece, Albania, and Kosovo, with further outreach to 15 additional countries through local partnerships. Through our regional centres and multi-country delegations, we ensure efficient and targeted service delivery, adapting our structures to effectively respond to external dynamics. Our vision for Europe is rooted in our commitment to empowering children, providing innovative solutions, fostering a supportive environment, and making a positive impact on children's lives.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level. During the last years, the organization continued to build on its experience in Access to Justice (A2J) by piloting new methodologies in order to contribute positively to the personal development, rehabilitation and social reintegration of children and youth deprived of liberty, and by promoting restorative measures.

### ROLE DESCRIPTION

The Regional A2J Programme Coordinator is supporting the Access to Justice Programme (A2J) at all levels (regional, sub-regional, national, and local levels) and within the programme department. More specifically, he/she is responsible for steering the program at regional level, ensuring its contextualisation, and coordinating its integration in the region's matrix organisation. She/He is responsible for ensuring the respect for policies, regulations, and processes in force in the Foundation in all the operational activities deployed by the collaborators. She/He will contribute to the development and support the implementation of the strategy of the programme at the level of her/his region as well as in all areas of intervention within the region, respecting the principles of Strategic alignment with the overall program, geographic context, complementarity, collegiality, transparency,

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and efficiency. She/He collaborates with the technical and geographical departments and ensures the proper functioning of the matrix in the regional context, in close cooperation with the Regional Hub Manager, Q&A advisor and cross-cutting thematic advisors at the HQ, as well as with other regional programme coordinators.

She/He reports directly to the Head of Program at the HQ level (in Lausanne).

## MAIN RESPONSIBILITIES

- Participation in the development of A2J thematic strategies & policies
- Implementation of regional & national projects
- Management of A2J Programme staff
- Budget management for A2J programme
- Supervision of the programme's funding applications for the region
- Representation for the programme in the region
- Ensure compliance with the A2J theory of change
- In coordination with the Research and Advocacy Advisor, development and implementation of a research strategy
- Drafting of the annual A2J activity report for the region
- Coordination of the knowledge management at the regional level for her/his field of expertise
- Region's situation analysis of A2J and development of proposals

## YOUR PROFILE

- Education: Minimum Master's degree in Law from an accredited educational institution, or relevant university degree in law, social sciences or any other relevant field from an accredited academic institution
- Experience and competences:
  - 5+ years of practical experience within the area of expertise.
  - Good knowledge of networks active in the field of Access to Justice for Children & Youth.
  - Expertise in program support and in providing technical guidance, including development, operational implementation, coordination, monitoring, evaluation, and capitalization.
  - Proven experience in successfully managing regional and/or multi-country projects with a level of complexity.
  - Knowledge of and familiarity with international and national conventions, legislation, policies, and strategies pertaining to child and youth justice.
  - Experience in contributing to projects with team members located in several countries.
  - High proficiency in spoken and written English.
  - Knowledge of a language of the region is an asset but not a requirement (Serbian/Croatian/Bosnian; Albanian; Russian; Ukrainian; Bulgarian; Romanian, Hungarian, Greek).
  - High proficiency with Microsoft Office Suite

## TO APPLY:

**Qualified applicants are encouraged to submit their CV and motivation letter in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro)**

**Please include "A2J Regional Programme Co, your name and surname" in the subject line of the application email.**

Candidates must be eligible to work in Romania.

The selection process consists in a written test, 2-3 interviews, and background check.

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### **Tdh Global Code of Conduct and Risk Management Policies :**

- Fully complies with Tdh's Global Code of Conduct and systematically reports any breach to the Code through the whistleblowing procedure: raises awareness within the Foundation on abuse and violence and the rights deriving therefrom, respecting the rights and dignity of children, members of the communities and our own Staff
- Commits to respecting Risk Management Policies including: Safeguarding Policies (Child Safeguarding Policy, Policy on the Protection against Sexual Exploitation and the Directive on Staff Misconduct at the Workplace), Safety and Security Policy and Anti-Fraud/Corruption and Prevention of the Financing of Criminal Activities Policies
- Commits to reducing the risk of abuse and harm by developing a culture of open and informed leadership within the organization and in our work with children and the communities in which we intervene in.

### **GDPR compliance:**

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted.*

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