

## The EFRJ is recruiting a part-time (50%-60%) Administrative Officer!

The European Forum for Restorative Justice (EFRJ) is a non-governmental organisation based in Leuven (Belgium), funded in 2000 with the objective to further develop restorative justice practices throughout Europe. Its main goal is to ensure that every person in Europe has the right to access restorative justice services at any stage in criminal procedures and for any type of crime. Besides its application in the criminal justice field, the EFRJ also supports restorative practices in schools, communities, at workplace etc.

The EFRJ Secretariat is responsible for a wide range of activities, supported by a dynamic, small group of staff members. We seek for a colleague who is passionate about restorative justice, dynamic and flexible, and who is able to work in team and at the same time independently on certain tasks.

The EFRJ is currently looking for a new Administrative Officer, whose main role will be office management, organisation of internal meetings and EFRJ events, assistance with grant applications and grant management. Please find the full job description and the information about the recruitment process below.

The deadline for submitting your application is **20 March 2018**.

### **Duties and responsibilities will include:**

- Assisting the planning, implementation and evaluation of the organisation's programs and services in general;
- Planning, organising, notetaking and evaluating internal meetings of the organisation;
- Assisting staff members in the planning and organising of events as required;
- Assistance in drafting project applications and project partnerships and liaising with international and national partners;
- Assistance in developing and implementing internal processes in line with the Constitution and other regulations in Belgium;
- Assistance in writing reports, running small scale surveys and summarising data related to the general work of the organisation.

### **Qualifications and skills required**

#### **Essential**

- The administrative officer is committed to the EFRJ's mission, vision and goals;
- Minimum Bachelor degree (organisational management, social work, office management, law, criminology, or other relevant studies etc.);
- A basic understanding of restorative justice;
- Fluency in English;
- Confident IT user (Microsoft applications – Word/Excel/Powerpoint);
- Applicants must have the legal right to work in the EU. Please note that the EFRJ cannot assist non-EU applicants to obtain a work permit or help with relocation costs.

## Advantage

- Fluency in other languages particularly Dutch or French;
- Relevant working experience in administrative or organisational management, fundraising or project management;
- Experience in writing reports, running small scale surveys and summarising data;
- Experience with organising meetings and events;
- Experience in CRM systems;
- Experience in working in an international environment and/or in a non-governmental organisation.

## Personal skills required

- Flexibility;
- Ability to multitask;
- Strong written and verbal communication skills;
- A reliable team player who supports its colleagues;
- Good planning and organising capacities;
- Ability to work effectively in collaboration with diverse groups of people;
- Ability and flexibility to travel on request;
- Diplomatic, positive attitude, integrity, mission-driven, non-judgmental personality.

## Terms of the contract

- 50%-60% position (19-22,8 hr/week) upon agreement;
- Starting with fix term contract until the end of the calendar year (2018), possibility to extend depending on budget;
- Office based in Leuven (travel on request);
- Starting preferably in April or May 2018 but in agreement with the candidate;
- Salary based on Belgian official salary scale (PC 329.01): administrative officer in a non-profit organisation.

## Benefits

- Home-work travel costs with residence in Belgium are covered;
- Office in the city center in Leuven;
- International team and board;
- Inspiring and dynamic work environment;
- Our collaboration with KU Leuven offers access to some university facilities (library, restaurant etc.) and daily collaboration with researchers and other KU Leuven staff.

## Application procedure

Please send your application electronically to Ms. Edit Törzs, director EFRJ, at: [info@euforumrj.org](mailto:info@euforumrj.org) until **20 March 2018**.

### Your application must include:

- Max 1 page motivation letter, explaining why you would like the job, when could you start and what skills/ experiences will you bring for this position;
- CV, including a minimum of two references.

Only short-listed applicants will be contacted and invited for an interview in Leuven. A first round of interviews will take place in the second half of March and beginning of A2018 (in Leuven, Belgium or via Skype). Please note that the EFRJ will not reimburse travel/ accommodation costs for the interview.