

Defence for Children International - World Service Foundation V A C A N C Y

Job title: Fundraising Officer / Coordinator

Location: Brussels – Belgium

Working conditions: 80% (desired starting day : as soon as possible).

Defence for Children International: the International Movement

Defence for Children International is a leading child rights focused and membership-based grassroots movement. Created during the International Year of the Child (1979), DCI coordinated the NGO's input for the drafting of the United Nations Convention on the Rights of the Child (UNCRC) - the most widely ratified human rights treaty in history.

As a worldwide Movement, our aim is to ensure an ongoing, practical, systematic and concerted action towards the effective implementation of the human rights codified in the United Nations Convention on the Rights of the Child (UNCRC) by means of effective, multi-level coordination and active membership within key networks and fora. DCI membership includes 37 grassroots organisations (National Sections and Associated Members) in five different continents, involving over 300 trained and specialized local staff and volunteers, who contribute daily to defend and protect the human rights of children. In all that we do, we aspire to orient our work so that it is transparent, accountable, socially-transformative and sustainable.

DCI-World Service Foundation: a strategic institutional tool in Brussels

The DCI World Service Foundation (DCI-WS) was established by the DCI International Movement in 2016 to strengthen its work and guide the implementation of the Movement's Strategic Framework by supporting the development, implementation and impact of projects and programmes, mainly by providing technical expertise and conceptual advice to DCI's National Sections and Regional Desks.

DCI-WS is responsible for ensuring a systematic approach in the Movement's relations with donors, public and private partners, who would like to actively ensure progress in the promotion and protection of the rights of the child by contributing to DCI operations and programmes around the globe.

The DCI-WS is strategically located in Brussels, Belgium, to connect the Movement with EU and international partners and access related project opportunities within those fora. The position is hosted by DCI-Belgium, the National Section which supports with the administrative management of the Foundation.

Main responsibilities:

- **Fundraising for projects of DCI National Sections and Regional projects**
 - o Work with all national sections, individually and at regional level, as well as the International Secretariat, to identify rights of the child funding needs in line with DCI objectives as set out in its strategic framework and more specific objectives at national or regional level
 - o Proactively support the Movement (at individual section level, at regional level, at global level) to develop concept notes for identified funding needs
 - o Identify potential donors and funding streams and, where possible, flag funding needs and gaps to potential donors (outreach, discussions, analysis of potential alignment, etc.)
 - o Disseminate information on funding opportunities (calls for proposals, foundations relevant to DCI objectives, etc.) and on relevant project partnerships to the Movement
 - o Aside from work on grant and donor streams, help assure a good level of diversification by developing a fundraising toolkit for the Movement to include innovative tools

- **Capacity building in projects and programmes**
 - o Review draft grant applications in order to ensure high quality proposals aligned with DCI objectives and internal policies (eg on child safeguarding, child participation, gender equality, ethics) to help ensure high quality outputs and deliverables and ultimately to drive forward progress in children's rights
 - o Develop methodological tools to ensure high standards in project and programme management from conception through to delivery and follow-up (eg on drafting high quality proposals and on evaluation, monitoring and learning, dissemination of lessons learnt, on the involvement of children in project design and implementation, etc)
- **Fundraising for the CFJ-EN - Child-Friendly Justice European Network** (EU-funded initiative led by DCI-Belgium gathering 19 partners throughout Europe) and for some other EU funded projects. The Network aims to promote, by several means, a Child friendly approach in child justice in Europe. (see www.cfjnetwork.eu)

Profile:

- Master's degree (or equivalent work experience), preferably in project management, law, international relations (with knowledge in the legal field), human rights.
- Experience of at least 3 years' practical experience in project management, project writing and/or fundraising
- Knowledge and/or experience in the field of children's rights
- Fluency in English and a good knowledge of Spanish and/or French and/or Arabic would be a strong asset
- Fully computer literate; skilled and confident user of Microsoft Office/365; knowledge of SharePoint is a distinct advantage
- Ability to work in a team (also remotely), and in a multicultural environment
- Autonomous, proactive person with a clear focus on the continuous development of the DCI Movement
- Authorised to reside and work legally in Belgium (with a valid work permit)

We offer:

- Exciting professional experience, links with networks working in the field of children's rights in Belgium, Europe and internationally
- A friendly and supportive Brussels-based working environment
- A salary in line with the Brussels based NGO world

DCI is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of sex, age, disability, gender identity, or ethnicity.

Supervision

The Coordinator reports to the International Secretariat of DCI (Geneva) and on a daily basis and management issues to DCI-Belgium hosting the position. He/She is part of the operational team of the CFJ-EN team.

How to apply

Interested candidates are invited to:

- Produce a letter of intent including skills and relevant experience, and explaining her/his motivation to apply for this position (max.1,000 words in English);
- Attach a full Curriculum Vitae (maximum 3 pages);

Complete the online form on : https://docs.google.com/forms/d/e/1FAIpQLScivX6iiCH-XzZg5BnMRydhCATxp18luegBNo8pSRLnyEyE_g/viewform?usp=sf_link

And upload **ONE PDF document** named "Last_name_First_name_DCIWS2022.pdf" including all the above documents **the analysis of the applications is done on a permanent basis, until the candidate is selected.**

Only complete applications arrived within the deadline and through the online form will be considered.

Selection process and interviews will be taking place on a rolling basis. Only shortlisted candidates will be contacted. If you do not receive a reply four weeks after the closing day, please consider that you have not been selected for the role this time.