

Europe Programme Officer

Reports To	Europe Regional Coordinator
Status	Part time (4 days per week)
Direct Reports	Interns/volunteers, where relevant (at present, this role doesn't have any direct reports)
Contract Duration	One year, with the possibility of extension depending on funding
Compensation	EUR 35,000 to 38,000 per year (pro rata, depending on location)
Location	Germany, the Netherlands or the UK. This role can either be undertaken remotely or from IDC's office in The Hague. <i>You must have the right to work in the country for which you're applying. Unfortunately, IDC is unable to support work visa applications.</i>

Background

[International Detention Coalition \(IDC\)](#) is a unique global network, of over 400 civil society organisations and individuals in more than 70 countries, that coordinates with members and partners on advocacy, research, coalition and capacity building, to end immigration detention and advance rights-based alternatives to detention (ATD).

Role Purpose

To provide operational and administrative support to the IDC Europe office to deliver regional programmes, help implement the strategy in the region, develop the capacity of IDC members and support IDC's mission.

Role Summary

The Europe Programme Officer will work closely with, and under the supervision of, the Europe Regional Coordinator to fulfil IDC's mission in the region by providing operational and administrative support to contribute to the implementation of the regional programmes.

The Programme Officer will also support the Europe Regional Coordinator by providing research, advocacy and communications support, as well as by assisting to strengthen member and partner networks in the region and with capacity building when required. The Programme Officer will **work remotely** from home and should be able to travel in the region, when needed.

Role Responsibilities

Project Implementation & Support to IDC Members & Partners

- Contribute to the implementation of national and regional projects and events by providing technical, administrative, and logistical support to the Europe Regional Programme and in collaboration with relevant IDC staff and members.
- Assist with engaging, strengthening and supporting new and existing members and partners in the region.
- Maintain regular communication with members and partners across different channels to assess potential opportunities and areas of support, as well as access to relevant resources and partnerships.
- Support the development, coordination and strengthening of national and regional networks, in particular the [European Alternatives to Detention \(ATD\) Network](#).

Research

- Contribute to drafting research reports and mapping national and regional immigration detention and ATD issues in the Europe region.
- Work with members of the European ATD Network to develop a strong evidence base around the effectiveness of their pilot ATD projects.

Advocacy

- Contribute to drafting advocacy materials and briefs, including promising practice examples on alternatives to detention in different contexts, for internal use, external dissemination, and publication.
- Liaise with relevant stakeholders at the national and regional levels, including governments, policymakers, and EU officials.
- Attend advocacy and networking events where relevant.

Communications

- Assist with developing print and digital communication materials, including social media material for Facebook and Twitter.
- Disseminate and share resources among members through different platforms.
- Contribute to monitoring media platforms and keep track of reports and updates on developments on ATD in the region.
- Manage the European ATD Network website.

Internal Systems, Reporting & Institutional Knowledge Support

- Maintain accurate membership information in the Europe region.
- Contribute to core organisational monitoring and evaluation processes and to the development of relevant funder and other reports.
- Oversee project budgets in collaboration with the Europe Regional Coordinator and IDC's Executive Director.
- Actively support IDC's fundraising efforts in the region and identify potential resources and opportunities.

Core Responsibilities

- Actively contribute to a culture of collaboration, teamwork, and support within the IDC team.
- Demonstrate a passion for and alignment with the IDC's mission, vision and core values of innovation, collaboration, respect, representation and being solutions-focused.
- Demonstrate an understanding of IDC policies including IDC Children and Vulnerable Adults Safeguarding policy to ensure a positive and safe working environment for all.
- Actively engage with organisational systems, processes, and infrastructure to ensure sustainability and appropriate safeguarding of institutional knowledge, assets and core activities over time.

Key Selection Criteria

Essential Criteria

- Degree in social or political science, law, international relations or related field.
- Minimum three years' experience working in the non-profit sector or equivalent field in service provision, community development, research, M&E or advocacy, with a preference for someone with experience of working on migration and/or asylum-related issues.
- Demonstrated understanding of the issues faced by refugees, people seeking asylum and migrants in the Europe region, particularly those affected by immigration detention.
- Ability to research, analyse data and draft high-quality written material.
- Ability to build alliances and relationships across a breadth of civil society organisations and other stakeholders, supporting coordination towards common goals.
- Experience in organising and coordinating events and meetings (both in person and online).
- Excellent oral and written communication skills in English.
- Excellent organizational skills, ability to multitask effectively, and ability to work within time constraints.
- The ability to take initiative and to work remotely and autonomously, to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Demonstrable IT skills including social media and digital communications.
- Ability to undertake travel in the region for the role.
- Commitment to Safeguarding and Child Protection standards and to IDC's Children and Vulnerable Adults Safeguarding policy.
- Fluency in another European language is an advantage.

Application Process

To apply, please send your CV and cover letter to: jobs@idcoalition.org by **7 September 2022**. Please include the job title in the subject of your email (Europe Programme Officer). **Please ensure that you clearly address all of the key selection criteria in your application.**

Interviews will be held virtually in the week beginning 19 September 2022. The selected candidate will be expected to start in October 2022 or as soon as possible.

*IDC values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage applications of those from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability and religion. **In particular, we highly encourage leaders with lived experience of the impacts of detention to apply.** If potential candidates require any adaptations to usual recruitment processes, please do not hesitate to note this in your application.*