



Job description | October 2020

# Project Coordinator (Alternatives to imprisonment in Europe)

<b>Responsible to</b>	Executive Director
<b>Location</b>	The Netherlands (to be based in The Hague or work remotely)
<b>Contract type</b>	Full-time, fixed-term contract for 20-23 months,
<b>Salary and benefits</b>	To be advised/competitive

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## MAIN PURPOSE OF THE JOB

- Provide strategic leadership and direction as well as day-to-day administrative management on PRI's two-year project, 'Promoting non-discriminatory alternatives to imprisonment across Europe', starting in November 2020, funded by the European Union
- Provide expert input on the project and its activities in collaboration with the project's partners
- Manage the budget, fulfil all EU reporting requirements and ensure the project and its deliverables are on schedule
- Contribute to the development and implementation of priorities for PRI's Europe programme, including policy and fundraising aspects
- Act as PRI's representative at relevant meetings and events

## KEY ACCOUNTABILITIES

- Manage the EU project on a day-to-day basis, strategically and administratively.
- Manage relationships with the implementing partners and experts to lead on planning, delivery, monitoring and reporting of deliverables and activities, and provide logistical and administrative support.
- Provide narrative and financial reports to the EU, ensure regular communication with EU representatives on the project and ensure compliance with the contract requirements.
- Manage the budget, provide monthly financial forecasts and provide timely reports to PRI headquarters.
- Work with PRI's Strategy and Impact Manager and partners to develop and implement a monitoring and evaluation framework for the project and oversee the final external evaluation of the project.
- Explore the potential for developing new contacts and projects with NGO partners and others in the region to support and promote alternatives to detention.
- Represent PRI at project-related meetings and events, preparing briefings and presentations, as required.
- Identify future funding opportunities and contribute to the drafting of fundraising proposals for the Europe programme and other linked initiatives
- Produce news items and blogs on project activities and developments for PRI's website and newsletter.
- Contribute towards the development of PRI's programme in Europe and worldwide and on alternatives to detention by sharing lessons learned from the project.
- Carry out any other reasonable duties commensurate with the general level of responsibility of the post.

## PERSON SPECIFICATION

Experience	
Essential	Desirable
Educated to degree level or equivalent in a relevant field (social science, law, etc.)	Working for an international or national criminal justice or human rights NGO
Experience working in criminal justice in Europe as well as the obstacles faced by at-risk and minority groups	Postgraduate qualification in an appropriate field
Experience of coordinating complex projects with multiple stakeholders	Experience of partnership work, networking, advocacy and lobbying
Knowledge of probation and alternative sanctions, particularly in Europe	Experience in preparing and delivering presentations and events management
Experience managing EU-funded projects including narrative and financial reporting	Knowledge of the international human rights framework as it pertains to criminal justice and people in detention
Experience working with a multicultural team	Knowledge of the funding landscape in Europe for human rights programmes and experience drafting funding applications to institutional donors and trusts and foundations

Skills and abilities	
Essential	Desirable
Strong project planning and project management skills	Knowledge of Dutch, French, Hungarian and/or Portuguese
Excellent communication skills in both written and spoken English	
Computer literacy including Microsoft 365	

Personal qualities	
Essential	Desirable
Commitment to PRI's vision, mission and values	
High level of initiative, self-motivation, demonstrable ability to take responsibility and a team player	
Creative and innovative thinking	
Good understanding of gender and cultural issues	

Other contractual requirements	
Essential	Desirable
Able to work occasionally outside normal office hours including at weekends	
Willing and able to travel	
Legal right to work in The Netherlands	