

Vacancy: Coordinator of the VOICE-network

Closes August 21st

About VOICE

The VOICE Network is an association of NGOs and Trade Unions working on sustainability in cocoa. VOICE's mission is to be a watchdog and catalyst for a reformed cocoa sector. Our core activities are advocacy and research. Members of the VOICE-Network are: ABVV-Horval, Fern, FNV, Green America, ILRF, Inkota, Mighty Earth, Oxfam Novib, Oxfam-Wereldwinkels, Stop the Traffik, Südwind, with EFFAT, Public Eye, and Solidaridad as observers.

About the vacancy

The increased amount of activities amount of members of the VOICE Network have made it necessary to strengthen the coordination of our network. With this new position, we are looking for someone who can help steering the network, with a focus on planning, monitoring, administration and logistics.

Your tasks will include

- Ensuring there is a good flow of information within the network, including monthly coordination calls with the VOICE-members and the Managing Director.
- Supporting the Managing Director in coordination of planning and follow-up on actions that should be implemented by the different VOICE-members and the advocacy and that should be in line with the VOICE-strategy.
- Supporting the Managing Director in coordinating internal consultation processes on various topics relevant to the VOICE members and VOICE board. Collect feedback, input, suggestions, etc. and coordinate alignment to ensure an inclusive and balanced decision making process, together with Managing Director.
- Overseeing planning and guarding deadlines and help the Managing Director and members to prioritize actions.
- Strengthening existing - and where necessary developing - administrative procedures.
- Take the lead on fundraising for the network

Your work environment

- You work in a fast-paced environment with a considerable amount of pressure and strict deadlines.
- The workflow is highly dynamic, which requires the ability to shift gears when opportunities appear
- You can work at the addresses of one of the VOICE members in Europe (Germany, Belgium or Netherlands). Working from home is also an option with frequent calls and mails with the Managing Director, the Board and the members of the network.
- At times you be working on your own, but most of the time you will be working with the Managing Director.
- Your working hours will depend on the assignment, but these will usually be during normal business hours.

Your skills and requirements

- You have a bachelor's degree in business management, other related fields or other qualifications from job experience.
- You are interested in global trade justice and strongly motivated to challenge the current food system and to create positive impact for the income of cocoa farmers and the corporate responsibility of companies
- You are highly self-organized, pro-active, and are good at meeting deadlines, yet transparent towards members and the Managing Director.
- You are pro-active in communication and eager to ask for feedback
- You have good written and verbal English language skills, French is a plus.
- You are able to work effectively in an international and multicultural environment
- Experience in the NGO sector is commendable
- The candidates should have a work permit in the EU

Labour conditions

- One year contract
- 1 day per week
- Competitive salary in NGO-sector

About the process

- Applications close on August 21st 2019
- Job interviews will be held through skype.
- Job applications can be sent to Bart van Besien at bart.vanbesien@oww.be