



Director

European Implementation Network

Strasbourg, France

About us

The European Implementation Network (EIN) is a newly established non-governmental, member-based organization set up to champion the implementation of European Court of Human Rights (ECtHR) judgments. The EIN's mission is to build and strengthen the ability of lawyers, NGOs, and applicants to access every part of the Council of Europe (CoE) that can contribute to better implementation of these judgments; to advocate for full implementation of particular cases; and to support more robust structures that facilitate implementation at the national level. EIN undertakes initiatives ranging from supportive (information sharing, access, advice and technical support, capacity-building) to proactive (advocacy, new initiatives) to advance its vision and mission. Its work is overseen by a Bureau elected by its members.

EIN is seeking to recruit a full-time Director to manage its organizational development and to develop and implement a programme of activities focused on delivering its mission.

Assignment

Location: Strasbourg, France

Reporting to: EIN Bureau

Contract: Funding has been secured for the first year's employment. Continued employment beyond the first year is subject to securing further financing.

Salary: Up to €50,000 per annum, depending on qualifications and experience

Under the supervision and guidance of the EIN Bureau, the Director will be expected to fulfil the following principal duties and responsibilities:

Organizational Development:

1. Establish an EIN office in Strasbourg (including sourcing a suitable office space and purchase of office equipment);
2. Facilitate the timely appointment of a finance and events management officer;
3. Develop operational and financial procedures for the organisation;
4. Develop the activity and financial plans for 2017- 2018;
5. Develop a strategy for the expansion of the EIN's network of members and partners and conduct relevant outreach activities.

Financial management and fundraising

1. Manage the implementation of the financial plan (including annual, monthly, and activity budgeting), and regular reporting to the Bureau;
2. Oversee other aspects of financial management, including cash flow, timely settlement of expenses, adherence to financial procedures, the requirements of donors, and the conduct of an annual audit;
3. Develop a fundraising strategy and funding application plan to ensure the financial sustainability of the organization, including the preparation of concept notes and grant applications;
4. Develop strong relationships with donors, and maintain an updated listing or database of contact information, potential funding opportunities, and donor technical priorities;
5. Oversee reporting on projects in line with donor requirements.

Project Management:

1. Manage the effective implementation of the EIN activity plan as a whole;
2. Undertake advocacy in support of the implementation of specific ECtHR cases including drafting written submissions to the Committee of Ministers (CM), and organizing consultations, briefings, and other events; develop the necessary contacts with member state representatives to the CM, with CoE officials, and with members of the CoE Parliamentary Assembly;
3. Organise briefings for member state representatives to the CM on ECtHR judgments prior to quarterly CM Human Rights (CM-DH) meetings, as well as periodic thematic briefings for other CoE organs;
4. Facilitate communication of NGOs, lawyers, and activists with diplomats and Council of Europe staff through arranging meetings and other networking opportunities;
5. Oversee and organise capacity building activities, including trainings for lawyers, NGOs and other relevant actors on the implementation of ECtHR judgments in Strasbourg as well as in the CoE member states;
6. Produce a handbook for civil society on the supervision of execution processes at the CoE, including a toolkit on how to engage with various CoE bodies;

7. Develop a communications strategy, oversee the running of the EIN website, and coordinate the publication of EIN quarterly newsletters and other publications;
8. Cultivate and maintain close contacts with members and partners of the EIN, as well as other litigating NGOs and lawyers across the CoE member states;
9. Secure participation of the EIN as observers to the relevant intergovernmental working groups at the CoE.

Staff Management

Supervise the work of the Finance and Events Management Officer, and any consultants.

Standards:

In carrying out the above, the Director will adhere to the highest professional standards and to EIN procedures and policies as directed by the Bureau, and will ensure that EIN staff do the same.

Qualifications and Experience

Essential

- a. 4 – 6 years' experience as a project manager, with knowledge of fundraising, financial management, and developing donor relationships;
- b. Excellent organizational and networking skills;
- c. Good knowledge of the CoE, the European Convention on Human Rights (including the implementation of ECtHR judgments), and the human rights situation in Europe;
- d. Fluent written and spoken English and a high degree of proficiency in French.

Desirable

- a. Postgraduate qualification in a relevant field such as law, political science, public policy, development management (highly desirable);
- b. Experience of working with a board;
- c. Experience of civil society advocacy in international organizations.

The position will require modest amounts of international travel.

Relocation support will be provided, if necessary.

For information about recent EIN activities, see: <http://european-implementation.net/>

How to Apply

Please complete the application form which can be downloaded [here](#) and send it with a covering letter, by email, both to ein.strasbourg@gmail.com and to nwarner@gn.apc.org. The cover letter should fully address the qualification requirements listed above, giving concrete evidence of how you meet these requirements wherever possible. Please do not send separate CVs or other attachments – these will not be considered.

The closing date for applications is Thursday 23rd March at midnight GMT. The interview date is set provisionally for Friday 7 April in London. The successful applicant will be expected to start duties in May 2017 or as soon as possible thereafter.

If you have any questions concerning this application, please contact Nigel Warner at nwarner@gn.apc.org or 00 44 207 278 1496.