

## The EFRJ is recruiting a Training and Communication Officer!

The European Forum for Restorative Justice (EFRJ) is a non-governmental organisation based in Leuven (Belgium), founded in 2000 with the objective to further develop restorative justice practices throughout Europe. Our main goal is to ensure that every person in Europe has the right to access restorative justice services at any stage of the criminal procedure and for any type of crime. Besides its application in the criminal justice field, the EFRJ also supports restorative practices in schools, communities, at workplace etc.

The EFRJ is currently looking for a new **Training & Communication Officer**, with the main tasks:

**1. Training development**, including:

- managing the development of new training courses,
- designing and maintaining a pool of trainer members,
- following up the Training Committee of the members,
- planning, organizing and evaluating training activities.

**2. Communication & Membership**, including:

- contacts with current, new and potential new members,
- implementing and maintaining a new membership registration system,
- development of a social media strategy,
- communication through social media and newflashes.

As the EFRJ works with a small team, all staff members are required to contribute to the general organizational goals and tasks.

**Our ideal new colleague is** flexible, dynamic, has strong communication skills, is a reliable team player who supports its colleagues, but can perfectly work independently, is diplomatic, has a positive attitude, has integrity and is a mission-driven and non-judgmental person, who would share/develop the passion for restorative justice and can even travel for short periods, if required.

Do you feel inspired and see yourself fit? See the requirements, our offer and information on the application process below.

## Qualifications and skills required

### Essential

- The Training & Communication Officer is committed to the EFRJ's mission, vision and goals;
- Minimum Bachelor degree (education and adult learning, social work, management, law, criminology, or other relevant studies);
- A basic understanding of restorative justice;
- Fluency in English;
- Confident IT user (Microsoft office) & social media (Facebook, Twitter, LinkedIn etc.)
- Applicants must have the legal right to work in the EU. Please note that the EFRJ cannot assist non-EU applicants to obtain a work permit or help with relocation costs.

### Advantage

- Experience in developing training programs or training curriculum;
- Experience as a trainer;
- Experience in developing/executing communication plan in social media.

### Terms of the contract

- 50%-60% position (19-22,8 hr/week), schedule upon agreement;
- Starting with fix term contract until 01/01/2020, possibility to extend to longer term and raise in work time from 2020;
- Office based in Leuven (with occasional travel in Europe);
- Starting preferably in June 2019 but in agreement with the candidate;
- Salary based on Belgian official salary scale (PC 329.01): administrative employee in a non-profit organisation.

### Application procedure

Please send your application electronically to Ms Edit Törzs, director EFRJ, at: [edit.torzs@euforumrj.org](mailto:edit.torzs@euforumrj.org) until **30 April 2019**.

Your application must include (in English):

- Max 1 page motivation letter;
- CV, including a minimum of two references.

We appreciate your interest and we believe in dialogue, but please note that only short-listed applicants will be contacted and invited for an interview in Leuven.