

## The EFRJ is recruiting a 40% Project 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 **Project Officer**, for a new 2 years long EU co-funded project starting on 1 November 2019 on judicial training in restorative justice. The project will run in cooperation with national magistrates' schools and universities in four European countries, and some other European and national partners. The main objective of the project is to develop, apply and evaluate training modules on restorative justice as they can be implemented in a national and European legal context.

The project officer will be **responsible** for:

- contributing to the general management of the project according to the EU Grant Agreement and in cooperation with the project coordinator (KU Leuven) and partners;
- representing the EFRJ on project meetings in European countries (5 meetings are planned in 24 months);
- preparing mid-term and final project reports and financial reports related to the tasks of the EFRJ;
- delivering the project tasks and assignments of the EFRJ throughout the project, in collaboration with the partners, more specifically:
  - contributing to a needs assessment on restorative justice of judges and prosecutors;
  - to define the specific training course objectives and concept;
  - to prepare the training course materials for face to face and online trainings, including training videos;
  - to prepare evaluation instruments;
  - to prepare national training booklets;
  - to attend a training on Curriculum Design & Training Methodology;
  - to attend and report on a transnational workshop;
  - contributing to pilot trainings and evaluation and adaptation of the training manual based on the pilot;
  - co-organise a 2 days international seminar in Leuven;
  - contribute to the general dissemination of the project.
- collaborating with and assisting the EFRJ Secretariat with other tasks on request.

**Our ideal new colleague is** flexible, dynamic, has strong project management and 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 the passion for restorative justice and can travel for short periods, as required.

We look for a new colleague, who has the flexibility to adapt actual working time according to the project tasks and workflow. There will be a more intense period of the project for the EFRJ from July 2020 to January 2021.

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 Project Officer is committed to the EFRJ's mission, vision and goals;
- Minimum Bachelor degree (management, law, criminology, social work, international studies or other relevant studies);
- A good understanding of restorative justice;
- Fluency in English;
- Experience with international cooperation or projects;
- Confident IT user (Microsoft office);
- 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

- Knowledge in other European languages, especially Dutch, French, Italian, Spanish or Greek;
- Experience in developing training programmes or training curriculum;
- Experience as a trainer;
- Experience in working with the judiciary (judges and prosecutors);
- Experience in projects supported by the EU Justice or similar programmes.

## Terms of the contract

- 40% position for the 2 years of the project (24 months), with variable intensity of work during the 2 years, schedule upon agreement;
- Fix term contract (1+1 year);
- Office based in Leuven (with occasional travel in Europe);
- Starting preferably on 1 November 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 **25 September 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.