



The EFRJ is recruiting a part-time (30%) Project Officer!

Application deadline: 6 September 2023

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 and any other setting where violence or crime may occur.

The EFRJ is currently looking for a part-time **Project Officer** based in its Secretariat in Leuven (Belgium) to finalise the last year of the project *i-RESTORE 2.0: Accessible Quality Restorative Justice Processes for Children in Contact with the Law in Europe*. This two-year EU funded project, coordinated by Terre des hommes Romania (Oct. 2022 – Sep. 2024) aims at strengthening access to high quality restorative justice processes for child victims and children suspected and/or accused of crime in Europe. More info here: <https://www.euforumrj.org/en/irestore-2022-2024>

Tasks & responsibilities

The Project Officer will be **responsible** for:

- the general management of the EFRJ project-tasks according to the grant agreement and in cooperation with the project coordinator and partners;
- collaborating with the partners and representing the EFRJ on (online) project meetings and events;
- contributing to the final project and financial reports;
- delivering the project tasks and assignments of the EFRJ throughout the last year of the project, in collaboration with the international partners. This includes:
 - Writing a report on the twinning activities of the project based on the participating partner's experiences;
 - Drafting or coordinating the writing of a manual including guidelines and recommendations for professionals to conduct restorative justice with children;
 - Supporting the creation of child-led and child-friendly creative resource on restorative justice and of a storybook;
 - Co-drafting (with the coordinator) a policy paper on budgeting for restorative justice with children;
 - Supporting the delivery of some training activities for professionals;





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Connecting People to Restore Just Relations

- Supporting the awareness raising campaigns on access to restorative justice for children and other communication outputs (news items, videos, interviews...) related to the project;
 - Assisting the coordinator in the organisation of the project final conference in Brussels;
 - Contributing to the finalisation and dissemination of the deliverables drafted or published in the first year of the project.
- collaborating with and assisting the EFRJ Secretariat with other tasks on request (especially assistance during visits, events, internal meetings).

In these tasks the Project Officer is supported by the EFRJ Secretariat in Leuven (e.g. in financial reporting, events organisation, communication strategy).

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

Qualifications & skills required

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.

Essential

- ✓ The Project Officer is committed to the EFRJ's mission, vision and goals.
- ✓ Bachelor or Master degree (law, criminology, education, social work, gender studies, psychology, anthropology, restorative justice, international studies or other relevant studies), or a minimum of four years of work experience in a related field.
- ✓ A good understanding of restorative justice and/or children's rights and/or juvenile justice and/or child participation/education (in justice matters).
- ✓ Fluency in English.
- ✓ Excellent writing skills.
- ✓ Experience with (international) cooperation or projects.
- ✓ Confident IT user (Microsoft office; online video calling platforms).
- ✓ Residency in Belgium or ability to relocate to Belgium by the start of the contract.
- ✓ Applicants must have the legal right to work in the EU. Please note that the EFRJ cannot assist applicants to obtain a work permit or help with relocation costs.

Advantage

- Knowledge in other European languages, especially Dutch, Romanian, Greek or Estonian;
- Experience in restorative justice (research, practice), especially with children;

— EUROPEAN FORUM FOR RESTORATIVE JUSTICE VZW

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- Experience in the topic of access to justice for children;
- Experience in projects supported by the EU Justice or similar programmes;
- Experience in writing reports and drafting guidelines/ manuals;
- Experience in training development and/or writing manuals and toolkits for trainers;
- Experience in communication activities;
- Experience in events organisation;
- Experience in research.

Terms of the contract

- 30% position (11.4 hours per week), with variable intensity of work during the project, schedule upon agreement; flexible working hours, possibility of home office for a part of the work time in agreement with the Executive director.
- Fix term contract (until 30 September 2024 - end of the project), with possible extension/ renewal (for other EU funded projects);
- Office based in Leuven, Belgium (with occasional short travel in Europe);
- Starting preferably on 1 October 2023, in agreement with the candidate;
- Salary based on Belgian official salary scale (PC 329.01 L1 or B1a), foreseen salary is around brutto 1.100 EUR per month for a 30% position (concrete amount is based on relevant professional experience).

Application procedure

Please send your application electronically to Ms Edit Törzs, director EFRJ, at: edit.torz@euforumrj.org until **6 September 2023**.

Your application must include (in English):

- Max 1 page motivation letter highlighting relevant experience and indicating preferred starting date;
- CV, including contacts to 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 (online and/ or in Leuven in mid-September).

