

WAVE Job Description

Grant Development & Advisory Board Coordinator (Maternity Cover)



WOMEN AGAINST VIOLENCE EUROPE
 WAVE Network and European Info Centre against Violence
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Reports to	Executive Manager
Location	Vienna
Hours	38 per week
Salary	Depending on experience and qualifications, Gross Salary between: €2.715 - €3.070 per month (= €38.022 – 42.981 per year) According to the Austrian Social Economy Collective Agreement (SWÖ KV) between Level 8/3 – Level 8/6
Contract type	Limited – 14 months November 2019 – January 2021 (Maternity Cover)
Main purpose	<ul style="list-style-type: none"> • Supporting the Executive Manager with the development of new grant applications and project proposals and carry out final reporting. • Ensuring effective communication and meeting organisation of the WAVE Advisory Board meetings. • Holding main responsibility for the WAVE cross-border support service taking and responding to calls by women fleeing VAWG from one country to another (on average between 25-35 women per year)

A. Main Purpose of the Job

- 1) Within the context of the overall WAVE strategy to **develop new grant applications and project proposals and carry out final project and grant reporting.**
- 2) **Ensuring effective organisation of WAVE Advisory Board meetings** and effective communication with Advisory Board members (Delegates/Co-Delegates) in between meetings.
- 3) Holding **main responsibility for the WAVE cross-border support service** taking and responding to calls by women fleeing VAWG from one country to another (on average between 25-35 women per year)

B. Key Responsibilities and tasks

1) Supporting the Executive Manager in the development of grant applications and project proposals and carry out final reporting

- Research fundraising opportunities and write grant applications (for existing as well as potential new donors).
- Being responsible for researching and collecting data in relation to grant applications.
- Co-developing project aims and activities and ensuring project feasibility within WAVE's resources (financial, time and resources).
- Identifying new potentially suitable network internal or external project partners.
- Contribute to the WAVE annual fundraising strategy.
- Regularly update and maintain the European Commission online participant portal, including final reporting for the Operating Grant.
- Create the WAVE Annual Activity Report, which includes working closely with colleagues to retrieve relevant information and having oversight throughout the year of all network activities

2) Coordinating the WAVE Advisory Board Activities

- Leading the organisation of the bi-annual face to face ABM meetings and the related key documentation (agenda, minutes).

- Ensuring effective communication with Delegates and Co-Delegates in between meetings.
- Maintaining all ABM contact details up to date.
- Ensuring all Delegates/Co-Delegates sign a new contract once the old one expires and ensure that information about elected Delegates/Co-Delegates is shared with the other members in a respective country.
- Supporting members to develop WAVE strategy, policy and activities.

3) Take main responsibility for WAVE's cross-border support services for women experiencing VAW

- Signposting women experiencing VAW to appropriate local WAVE partner organisations and providing them with basic information on their available options (via telephone or email).
- Supporting professionals and institutions supporting these women with further information and appropriate contacts from within the WAVE network.
- Recording every cross-border referral in the central WAVE record.

4) Coordinating smaller thematic European projects related to VAW

- Oversee projects related particularly to sexualized violence, elderly abuse and the health sector, particularly dissemination of deliverables
- Participate in project coordination meetings and events
- Lead and develop the working group on sexualized violence

C. General Responsibilities

- Working within the WAVE budget and financial procedures
- Attending team-meetings every 2-3 weeks
- Attending 1:1 meetings every 4-6 weeks with the Executive Manager
- Representing WAVE at external/international meetings as required for this role
- Supporting the organisation and delivery of the annual WAVE conference according to the conference workplan
- Carrying out other tasks as are reasonably required to help the WAVE team deliver its aims
- Ensuring that all WAVE policies and procedures are adhered to
- Attending all meetings and trainings relevant to this role
- Acting as an ambassador for WAVE
- Maintaining confidentiality in all matters
- Occasionally work flexibly beyond the remit and normal working hours of the post as required

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

Person Specification

Criteria	Essential	Desirable
Qualifications/Skills/Abilities		
Completed university degree (in any of the following areas, although we might also consider other degree topics): gender and/or violence studies, international development, sociology, political science, social work, law, management and Human Resources etc.)	X	
A minimum of 1,5 - 2 years professional experience, ideally in an NGO environment dealing with gender based violence	X	
Adept at report and grant writing, survey creation and evaluating findings	X	
Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy		X
Excellent ability to plan and prioritise own workload to meet (often competing) deadlines	X	
Strong organisational and administrative skills	X	
Ability to use own initiative to solve problems and issues	X	
Having a cooperative, reliable and flexible approach to team-work	X	
Excellent English language skills	X	
Having an action-oriented approach to work	X	
Excellent written and verbal communication skills	X	
Excellent time management skills	X	
A creative mind with the ability to suggest improvements/developments	X	
Ability to maintain a high level of confidentiality and discretion at all times	X	
Ability to work flexibly beyond the remit and normal working hours of the post occasionally as required		X
Experience/Knowledge		
Sound understanding of violence against women and in particular sexual violence	X	
Understanding of gender equality, feminism and the women's movement	X	
A non-judgmental approach to survivors of all forms of violence against women and girls and a clear understanding of its gendered nature	X	
Excellent knowledge and use of Microsoft Office package (Word, Excel, Power Point)	X	
Knowledge of using different kinds of database software		X
Experience of working in a busy office environment and under pressure of numerous (often competing) deadlines		X
Experience of minute taking and accurate recording of meetings		X
Ability to design and process a wide range of documents, paying attention to detail	X	
An understanding of violence against women, gender equality and feminism	X	
Experience of working as a key connecting person within a team	X	
Experience of working in a multi-national and multi-cultural environment	X	