European Implementation Network – Director

**Deadline for applications: 5th April 8 pm CET**

**Please submit your application by e-mail to**:

**contact@einnetwork.org** **and** **aciccarone@einnetwork.org**

## Introduction

Please read the job description and respond carefully to the questions in the Application Form which follows. Your responses are essential to the shortlisting process. In particular:

* Answer all questions.
* Extend the tables if you do not have enough room for your answers.
* Complete the application pack in English.
* Do not attach a CV or any additional documents, as these will not be used.

## The selection process

* We will hold the interviews in Strasbourg between 3 and 5 May 2023.
* We will ask shortlisted candidates to prepare a written exercise and a short presentation for the interview. Candidates may be asked to carry out another exercise at the interview.
* The interview itself will last approximately one hour, including the presentation.
* Travel and accommodation expenses for the purposes of the interview will be reimbursed (economy only).

**APPLICATION FORM**

EIN Director

**Confidential**

All information given on the application form will be treated as confidential.

1. Forename(s) or given name: …

Surname: …

Home address:
Postcode: …
Country: …
E-mail address: …..
Telephone (home): …
Telephone (Daytime/work): …
May we use the daytime/work number? …

**2. FURTHER EDUCATION**

Please give details of any degrees, diplomas or similar qualifications obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of college/university | From/to | Full-/part-time | Qualifications obtained |
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**3. PROFESSIONAL QUALIFICATIONS, TRAINING AND DEVELOPMENT**

Please give details of any professional qualifications, accreditation and dates. Please give details of any management or other significant training or development courses attended, and any qualifications obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| Course title | From/ to | Course provider | Summary of content and any qualifications obtained |
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**4. LANGUAGES**

English is the working language of EIN. A high degree of verbal and written fluency is required.

|  |  |  |
| --- | --- | --- |
| Language | Spoken | Written |
| English |  |  |
| [Other language] |  |  |

Please indicate your proficiency in each of the languages.

**5**. **MEMBERSHIP OF TECHNICAL OR PROFESSIONAL BODIES**

**6.**  **PRESENT AND ALL PREVIOUS OCCUPATIONS**

Please give details of your occupation(s) starting with the most recent. Please include any periods when not employed and explain any gaps. Please include any unpaid work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer's name and address (please start with current/most recent)** | **From/to(month/ year)** | **Position held including brief description of your duties** | **Reason for leaving** |
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Please extend table as necessary.

**7. ACHIEVEMENT RECORD**

One of the best predictors of how you are likely to perform in a new role is your performance in previous situations. This is why we would like to hear about your achievements in your work and other settings. They relate to the core competencies needed to work to a high standard as the Director.

For each question, please provide **a concrete example.** You can include experience in paid and voluntary jobs. Please try to use a different example for each question, as a spread of responses gives us the most complete picture of you.

Please limit your response to each question to **no more than 200 words.**

1. **Leadership**

Achieving EIN’s goals will require leadership to inspire NGOs from across Europe to engage with the judgment execution process, to create opportunities for improved access by NGOs to this process, and to strengthen implementation mechanisms whether in Strasbourg or at national level. Please describe a situation where you successfully demonstrated leadership, setting out your goals, whom you aimed to motivate, and how far the goals were achieved.

1. **Strategic development**

As Director of EIN, you will be responsible for putting forward proposals for developing the organisation’s long-term strategies. Strategic development requires *inter alia* the ability to understand the wider context in which the organisation works, to analyse the key longer-term challenges which it faces, and to construct practical and mutually reinforcing plans. Please give an example of where you have used such strategic thinking. The example could be in relation to an organisational entity, a single project, or an element of an organisational plan.

1. **Network building**

Developing a network of NGOs across Europe working together on the implementation of ECtHR judgments is central to EIN’s work. It involves understanding the needs of network members, the fields in which they specialise, their strengths and weaknesses, and how they work with other NGOs in related fields in their country or elsewhere in Europe. Please give an example of how you have contributed to building and/or strengthening a network or coalition and how you contributed to enhancing the capacity of network members to achieving the goals of the network.

1. **Developing the capacity of NGOs to work for the implementation of ECtHR judgments.**

NGOs have a key role to play in ensuring the full and effective implementation of ECtHR judgments. A central component of EIN’s work is providing capacity building to NGOs in this field. Please give an example where you have developed and implemented training activities for NGOs or for other audiences, if possible in the field of human rights. Please explain how you went about determining the content of the training, the selection of the participants, how you evaluated the training, and what were the key factors in your success.

1. **Advocacy**

A key feature of the work of EIN is advocacy directed towards permanent representations of CoE member states and CoE institutions in support of the effective implementation of individual ECtHR judgments and of improved implementation mechanisms. These involve a good knowledge of procedures and policy-making processes within the Council of Europe, influencing policy-makers and other key actors, and articulating the concerns raised by network members. Please provide an example where you have been involved in advocacy work. Explain how you influenced a policy or legislative process, and what were the key factors in your success.

**8. KNOWLEDGE AND EXPERIENCE**

In this section we ask you to provide a summary of your knowledge and experience relevant to some of the main areas of work covered by the job. You can include knowledge and experience gained in paid and voluntary jobs, and in educational settings.

Please be very focused and specific, setting out the extent of your knowledge, how it was gained, and your precise experience, in each of the following areas of work. Please limit your response to each issue to **200 words.**

* **The European Convention on Human Rights, the implementation of its judgments and particularly, the Committee of Ministers judgment execution process.**
* **Working with the board of an organisation.**
* **Planning and executing a project, including budgeting and financial reporting aspects, and the extent of any experience using spreadsheets.**
* **Submitting fundraising applications.**
* **Simplifying and communicating complex information to various audiences** (Please provide examples that illustrate your oral and writing communication skills and indicate your experience using social media for promoting an organisation).
* **Personal organisation** (Please provide an example which shows how you organised your time, resources and your priorities effectively to achieve a specific objective.)

**9. REASONS FOR APPLYING**

What are your reasons for applying for this post and what will you bring to it? (max. 200 words)

**10. REFERENCES**

Any offer of employment will be subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer. Referees will not be contacted prior to interview.

A. Name …

Position…

Address …

Telephone number …

E-mail …

What is your connection with this referee? …

B. Name …

Position …

Address …

Telephone number …

E-mail …

What is your connection with this referee? …

11. If selected, when would you be able to take up employment with EIN?

**12. INTERVIEW DATE**

 Please note that we are planning to hold interviews in Strasbourg between 3rd and 5th May 2023. Would you be able to attend?

Finally, it would help our future recruitment planning if you could state how you learned about this job vacancy:

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed: Date:**

Closing date for receipt of applications: 5th April 8 pm CET.Please note that only applications on this form are accepted.