



## **APPLICATION PACK**

**WFCE Minorities Programmes Officer**

**WFCE Advocacy Programmes Officer**

**Yerevan, Armenia, October 2013**

<b>Closing Date:</b>	<b>15<sup>th</sup> November 2013, midnight EET</b>
<b>Interview Date:</b>	<b>22<sup>nd</sup> – 28<sup>th</sup> November 2013</b>
<b>Email address:</b>	<b>wfce@wfce.am</b>

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WFCE, 22<sup>nd</sup> October 2013

Dear Applicant

Thank you for your interest in working for WFCE. You are applying for an important and exciting role in the Armenian Human Rights Organization.

WFCE is an umbrella organization representing over 20 minorities, risky and vulnerable groups and communities in all 11 administrative regions in Armenia operating in the pan-European region and beyond. Founded 10 years ago, WFCE is a nonprofit making non-governmental organization, run by and for people representing target communities. Our Executive Board heads a national membership, aiming to empower our members in better representation of Human Rights and Minorities issues to international bodies, institutions and organizations, and promoting cooperation and joint strategic work between our members.

WFCE works to increase the capacity of both individual activists and members, as well as to be a voice for and provide relevant information and programmes for minorities, risky and vulnerable groups

WFCE's mission is to ensure full integration and involvement of minority groups into society by building their capacity, providing a complex package of services (preventive-medical, social-psychological, informational, educational, cultural, legal, etc.) by collaborating with governmental institutions and civil society. More information about WFCE's focus over 2013-2015 and running work programme can be found on our website <http://www.WFCE.am>

The Programmes Officers positions are vital in ensuring the smooth running and development of the organization, working alongside a team of committed and enthusiastic individuals to realize our mission.

We look forward to receiving your application.

Yours Queerly,

**The WFCE Board**

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## Background Information

WFCE is calling for applications for two positions of 3/4-time (75%) Minorities Programmes Officer and 1/2 -time (50%) Advocacy Programmes Officer in our Yerevan office.

Enthusiastic, organized and resourceful people with dedication to making a difference for Human Rights in Armenia and working in the international equalities sector are invited to apply. We offer great support, a positive working environment and great benefits.

## Conditions for Minorities Programmes Officer vacancy

- **Job Title:** Minorities Programmes Officer
- **Starting salary:** Monthly gross salary is based on WFCE Salary Policy
- **Working hours:** 36 hours per week
- **Holidays:** 20 days/year and additional public holidays over the year, which are flexible in consultation with the Board.
- **Probation period:** 1 month

## Conditions for Advocacy Programmes Officer vacancy

- **Job Title:** Advocacy Programmes Officer
- **Starting salary:** Monthly gross salary is based on WFCE Salary Policy
- **Working hours:** 24 hours per week
- **Holidays:** 20 days/year and additional public holidays over the year, which are flexible in consultation with the Board.
- **Probation period:** 1 month

## Additional Benefits

- Financial help (equivalent to max. two months net salaries) relocating to Yerevan from a current location within Armenian regions, according WFCE Special Policy on Empowering Unemployed Professionals from Armenian Regions
- Informal support sourcing accommodation in Yerevan
- Paid travel, subsistence and accommodation for work related meetings in Armenian Regions
- Annual holiday pay in accordance with Armenian regulations
- Annual gross salary indexation according to Armenian regulations
- Meal vouchers for every full day of work in in Armenian Regions
- Protected training allowance (max. 200 EUR annually)
- After successful completion of the probation period, additional benefits of annual premium pay and raise of the gross salary may be negotiated.

## Who can apply?

WFCE will not consider age, gender, sexual orientation or gender identity, religious or political beliefs, ethnic or social background, or any other non-work related criteria in the selection process. WFCE will not use positive discrimination, and members of any social group are invited to apply.

Candidates must be eligible to work in Armenia.

**How to apply?**

Please read through the role description and personal specification contained within this call and send the following documents to [wfce@wfce.am](mailto:wfce@wfce.am) with the subject “**Minorities Programmes Officer**” if you are applying for the vacant position of the “Minorities Programmes Officer” or /and “**Advocacy Programmes Officer**” if you are applying for the vacant position of the Advocacy Programmes Officer by the **15<sup>th</sup> November 2013, midnight EET**.

Your application should include:

1. Your CV mentioning 2 employment/volunteering/educational references who can comment on your suitability for the job (this person cannot be or have been in WFCE). If possible please submit one of the contacts referring to your recent employment or voluntary position.
2. Completed application form (questionnaire), please see attached document.

Candidates who are shortlisted will be notified by 21st November and will be expected to attend an online/face to face interview on 22nd – 28th November 2013. Only shortlisted candidates will be notified and unfortunately we will not be able to give applicants feedback on their application.

The successful candidate will be expected to take up the post by the **1<sup>st</sup> December 2013** at the latest; however an earlier start date is possible and can be negotiated individually.

Informal enquiries about the position can be addressed to [wfce@wfce.am](mailto:wfce@wfce.am)

## POSITION PROFILE

<b>Title: Minorities Programmes Officer</b>	<b>Location:</b> Yerevan, with travel across Europe	<b>Hours:</b> 36 hours per week	<b>Reports to:</b> Programme Coordinator
<b>Title: Advocacy Programmes Officer</b>	<b>Location:</b> Yerevan, with travel across Europe	<b>Hours:</b> 36 hours per week	<b>Reports to:</b> Programme Coordinator
<b>Agreed by:</b> WFCE Board			

**Core Purpose of the Programmes Officers Position:**

- To oversee the sound functioning of the programmes appropriate pillar in line with the strategic plan and organisational resources
- To oversee and contribute to the design and delivery of the programmes appropriate pillar’s workplans and represent the programmes appropriate pillar, as well as organisation in a range of settings
- To manage the programmes appropriate pillar, including acting as the key contact for the programmes appropriate pillar to a range of stakeholders, including funders
- To provide line management and support to the WFCE Secretariat
- To coordinate and facilitate WFCE’s communication, both internally and externally in terms of programmes appropriate pillar
- To provide support to the WFCE Executive Board and other organisational structures

- To contribute to the organisation and administration of activities and events (seminars, conferences, trainings and statutory meetings)

## **Principal Responsibilities of the Programmes Officers**

### **Minorities / Advocacy Programmes administration:**

- Ensuring the sound functioning of the programmes through supporting and liaising with all sections and structures within the organisation
- Coordination and administration of WFCE events, activities and statutory meetings
- Maintaining and supervising the programmes calendar
- Working alongside the Treasurer to ensure the financial sustainability of the programmes, as well as WFCE
- Planning the budget of the programmes activities (core and project based) alongside the Treasurer
- Providing support and line management to Secretariat employees in liaison with the Board's Human Resources team;
- Maintaining key processes related to WFCE's responsibilities as an employer e.g. recruitment process, coordination of pay-roll etc.

### **Communication management:**

- Act as the main point of contact for the programme with a wide range of partners, stakeholders and members
- Facilitate good internal communications and processes including mailings, the maintenance of databases and website management
- External communications: updates of social media sites; support of production of WFCE publications (in liaison with the Board's Communications Officer, other Board Members, and design providers).

### **Programme management:**

- Coordinating the preparation and logistics of events under the managed programme (Minorities or Advocacy)

- Coordinating completion and submission of applications and activity reports to Programmes Coordinator (input to applications and activity reports);
- Other kind of reporting: annual and event/project based.

**Policy work**

- Represent the organisation at external events, when needed
- Contribution to development and delivery of organisational policy documents and advocacy programmes
- Contribution to organisational strategic plans
- Support the development and delivery of programmes that build the capacity of WFCE’s member s and (youth) activists, when needed.

## PERSON SPECIFICATION

	Essential	Desirable
<b>General</b>	<ul style="list-style-type: none"> <li>• Eligible to work in Armenia</li> <li>• Educated to secondary level minimum (general or vocational);</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in human rights, social policy, law, organisational management or other relevant subject</li> <li>• Experience of working in an international setting</li> <li>• Experience of working in youth organisations</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to articulately and confidently communicate with members, colleagues and external stakeholders</li> <li>● Ability to build effective relationships with colleagues and external stakeholders</li> <li>● Ability to multi-task and manage several activities at the same time</li> <li>● Have a minimum 3 years professional work experience</li> <li>● Fluent English, both written and spoken</li> <li>● Knowledge of youth activism and community sectors</li> <li>● Ability to relocate to Yerevan and travel on a regular basis</li> <li>● Ability to work flexible hours (including evenings and weekends)</li> <li>● Commitment to individual rights, equality and anti-discriminatory practices</li> <li>● Ability to work remotely and independently and use own initiative</li> </ul>	
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>● Experience in writing for publications (informal)</li> <li>● Confident communication through written reports, both formal and informal</li> <li>● Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of website and information platforms management (newsletters, mailing lists) and google web platform features</li> <li>● Average spoken and written French or strong willingness to learn</li> </ul>



<p><b>Programme management</b></p>	<ul style="list-style-type: none"> <li>● Experience of event planning and management</li> <li>● Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of projects</li> <li>● Conscientious approach to meeting deadlines and delivery of work to meet the needs of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of policy and campaigning work and key actors within the Armenian and pan-European region</li> </ul>
<p><b>Programme administration</b></p>	<ul style="list-style-type: none"> <li>● Experience of managing programmes application and applying for and reporting on funding</li> <li>● Experience of supporting and/or managing staff</li> <li>● Knowledge of employment and organisational regulations</li> </ul>	

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## APPLICATION FORM

We have laid down some questions that will help you to highlight your experience and achievements that you are proud of in your work and other settings. The questions directly relate to the competencies listed in the job description and personal specification. Your responses to these questions will help you to demonstrate how you meet these criteria.

Please do not simply list the tasks you have undertaken or repeat the information you have already provided in the CV. You are welcome to include examples of your experience in paid and/or voluntary positions and try to use a variety of examples for each question. The way you formulate your answers to the questions will also play a role in our evaluation of your application. We encourage you take time to answer these questions as concisely and to the point as possible. Please limit your response to each question to a maximum of 500 words.

### Question 1

#### **Strategic thinking and PROGRAMME MANAGEMENT**

In the role of Minorities or Advocacy Programmes Officer, you would be required to support the implementation of WFCE's organisational strategy, objectives and goals. Please provide an example that illustrates your ability to think organisationally and to contribute to the development of the organisation. You can also list here your experience in programmes management and leadership.

### Question 2

#### **Community needs based approach and PROGRAMME ADMINISTRATION**

Apart from supervising an overall workplan of a specific programme (minorities or advocacy), the Programme Officer will also assist in the management of individual events and projects. This includes supporting the Board, Staff and event preparatory teams in the delivery of the projects/events from its inception (application for funds) to the finalisation of the reports. Please tell us about your experience in this field, a project you have taken part in, and what procedures you put in place in order to ensure the effective administration of resources and the overall success of the project.

### Question 3

#### **Youth, minorities and human rights competency**

The position of Programme Officer will require you to contribute to policy documents and WFCE's annual work plans in line with the strategic vision of the organisation, as well as representing WFCE in different settings. Please describe your experiences of working in the field of minorities rights advocacy.

### Question 4

#### **Free response (optional).**

This is the space for you to tell us more about yourself that you haven't yet described in the responses above, to list your personal strengths, expectations of the post of Minorities programmes Officer or Advocacy Programmes Officer of WFCE, and why you are applying for the position.

Thank you for taking the time to complete this application.

*Yours Queerly,  
The WFCE Board*