

VACANCY: ARIADNE NETHERLANDS COORDINATOR

Ariadne Netherlands, the Dutch branch of Ariadne – European Human Rights Funders Network, is looking for a highly organised, web literate, part-time Coordinator to develop and increase membership of the Network in The Netherlands. The Coordinator will initially be employed on a six month contract or a secondment from a donor organisation, with a possible extension afterwards. The position is based in The Netherlands and requires proficiency in both Dutch and English.

PURPOSE OF ARIADNE NL

Ariadne – European Human Rights Funders Network seeks to increase the impact of philanthropic funding by growing the knowledge and understanding of broad human rights issues amongst grant-makers, and to encourage others to invest in this field by enabling them to be part of an active and innovative community. Ariadne is a European-wide network, set up by funders for funders, it has more than 200 members.

Ariadne Netherlands (NL) was founded in 2010 for Dutch public and private grant-makers who fund social justice and human rights in their own communities and globally. It offers the structure and opportunity for Dutch social justice funders to meet and exchange knowledge, build connections, explore critical areas of interest in social justice and human rights, and share information and practices across The Netherlands and Europe more broadly. Ariadne NL currently has more than 35 members.

JOB DESCRIPTION

The main task of the Coordinator will be to develop Ariadne Netherlands and its virtual clubhouse, the Ariadne Portal, with the aim of increasing membership and visibility within the social justice and human rights funders community in The Netherlands. The Coordinator will work closely with the Steering Committee of Ariadne NL to make sure that the Ariadne Portal is up to date and functions smoothly and appropriately, that members get the information that they need to support them in their work, and that events held by Ariadne are well organised and appropriately publicised. The Coordinator needs to be able to work independently to a high finished standard.

Ariadne is a fiscal project of Global Dialogue, an English registered charity, based in London. The trustees of Global Dialogue are legally responsible for the project, whilst Ariadne Central and Ariadne Netherlands both have Advisory Boards to guide their work. The successful candidate will have a contract with Global Dialogue.

Core responsibilities of the Ariadne Netherlands Coordinator will be:

Administration:

- Work with the Steering Committee of Ariadne NL to set goals and parameters for growing Ariadne NL.
- Event management – organising and publicising briefings, ensuring that members and guests are properly briefed. Act as backstop during conferences and briefings.
- Administrative support to the Steering Committee of Ariadne NL. Manage membership lists and databases, develop systems for requesting and collecting membership subscriptions.
- Provide basic financial support to the project including finance administration.
- Communications – dealing with day to day inquiries about Ariadne and e-mail requests.
- Regularly liaise with Ariadne Central’s Coordinator and Director.
- Contribute to the Ariadne Portal by posting events of interest to the different communities.
- Work with the Ariadne Director to keep the trustees of Global Dialogue informed.
- Support the Director in Fundraising.
- Other duties as required.

Editorial:

- Compile literate and selective fortnightly or monthly e-mail update of events, research, notices, and career opportunities from items placed on the Portal, research online or in the general media. Send it out to all Ariadne NL members, ensuring privacy and confidentiality of grant-makers at all times.
- Upload blog posts, relevant events, research and papers to the Portal and its ‘communities’, develop judgment about what will interest Ariadne NL members and why.
- Contribute ideas for the network and Portal to help keep things interesting and lively.

Person specification:

Ariadne NL is a young network, founded only a year ago. The person who fills this post has to be able to demonstrate solid common sense, application and an ability to accept a high level of independence and responsibility. We are looking for someone who can show:

- Excellent organisational and social skills
- Attention to detail
- Good time management and an ability to prioritise and work to deadline
- Confident communication in Dutch (native speaker) and English (strong proficiency)
- Excellent IT skills, including office and web-based systems
- Friendly and confident in relations with others
- Tactful and careful support for network members
- An interest in human rights and social justice
- Ability to work unsupervised
- Initiative and motivation to contribute to the development of the network
- Permission to live and work in The Netherlands

Candidates will be at an advantage if they can demonstrate:

- Contacts among grant-making trusts and foundations, or family foundations.
- Understanding of the issues facing human rights and social justice donors and grant-makers

- Experience in organising events
- Experience in using blogs and other web based communicating systems

Terms and Conditions:

Working hours: 8 hrs per week for six months for a fee of €11,700 (€450 per day), paid in monthly installments.

Start date: as soon as possible but by February 2012 at latest

Length of initial contract: 6 months, with the possibility of extension.

Ariadne NL is happy to consider suggestions for flexible working, including a secondment from an existing Ariadne donor or Dutch grant-maker, but stress that they need to fit with the needs of the project.

Application Instructions:

The closing date for applications is January 16th. To apply, please send a CV and a cover letter, stating why you feel you are well suited for the position, to I.schipper@mamacash.nl. The subject of your e-mail should be Application for Ariadne NL Coordinator: LASTNAME FIRSTNAME. Applications can be submitted in Dutch or English but interviews will be conducted in both Dutch and English. Interviews are likely to be held on 25th and 26th January.