School Outreach Officer

Organisational Context

Jesuit Refugee Service (JRS) Europe is an international Catholic organisation. Its mission is to accompany, to serve and to advocate for refugees and forcibly displaced people. JRS Europe is the Regional Office for Europe based in Brussels. It shares this mission by engaging in policy and advocacy work, project management, fundraising, communications and coordination.

JRS Europe coordinates the activities of 20 JRS country offices and country-based projects. The team includes six permanent staff members and volunteers.

The project work focuses on common programming in four thematic areas: Social Inclusion & Integration, Access to Protection, Detention & Alternatives to Detention and Awareness Raising. The CHANGE project falls within the scope of Awareness Raising.

Operational Context

We are looking for an experienced, proactive individual to work collaboratively with our team on CHANGE. CHANGE is a project focused on education and raising awareness on migration issues with young people. The project aims at foster critical thinking and value-based judgements in students (13-18) through a defined pedagogical curriculum.

In this role, you will be responsible for the project implementation in the Belgian schools. You will oversee and implement the tasks related to the project with the schools, coordinate with actors involved in the project such as teachers, refugees, students, volunteers and the project coordination, to ensure that the project results are achieved on time and on budget.

The successful candidate will need to be highly organized, have a good networking capacity and be adaptable to the different needs of the school and other potential actors (scouts and youth associations). The ability to motivate teachers and students involved in the project in a positive, engaging and encouraging manner would be crucial for your work. Ability to prioritize tasks and work independently are also key.

Duties and Responsibilities

- Promote CHANGE among schools and associations in Belgium
- Establish a network of schools and associations interested to implement CHANGE
- Organise informative and practical training sessions for teachers
- Organise and support refugee volunteers visiting schools
- Manage the Student Ambassador programme by supporting students to design and implement actions for CHANGE
- Monitor the budget and help ensure resources are used efficiently
- Work collaboratively with the JRS Europe team to maximize productivity
- Provide regular reports on progress to the JRS Europe Programmes Coordinator who manages the whole project
- Liaise with the JRS Europe Communication Officer to provide content useful for project dissemination through the website and social media
- Complete administrative tasks, related to the project implementation
Requirements and Qualifications

- Permission to work in Belgium (JRS Europe is not able to obtain a work permit for any applicant)
- Proven experience in the Education field
- Ability to work effectively in a cross-cultural environment with multinational staff
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem-solving
- Excellent computer skills, including experience with Microsoft Office. Experience with Microsoft Teams is a plus.
- Able to work independently with little supervision
- Highly motivated with a strong work ethic
- Outstanding organizational skills and ability to prioritize tasks

Language

Ability to speak and write fluently and compellingly in English, Dutch and French.

Terms of appointment

This is a part-time position (20 hours per week). We offer a 12-month contract, with the possibility to extend until the end of the project. The desired starting date is in January 2020. The salary offered for this position is between € 2,500 – 2,800 gross full time per month, according to experience and skills. All conditions and additional benefits are according to Belgian legislation.

How to apply

Candidates should send an email with CV and cover letter (1 page) written in English to change@jrseurope.org with the subject School Outreach Officer Application. Only shortlisted candidates will be contacted.

The call for applications is open until 5th January (midnight Brussels time).