PROJECT COORDINATOR - CONSULTANCY
UKRAINE CRISIS RESPONSE

INTRODUCTION

Child Helpline International is a global network of child helplines, with 168 members in 141 countries and territories around the world (May 2022). We coordinate information, viewpoints, knowledge, and data from our child helpline members, and from partners and other external sources. This exceptional resource is used to help and support child protection systems globally, regionally, and nationally, to help our members advocate for the rights of children and amplify their voices.

Child helplines are currently responding to the needs of children and young people in Ukraine and the countries bordering Ukraine. The humanitarian crisis has meant that these services are having to quickly adapt and develop new strategies and partnerships to response to the crisis.

ABOUT THE PROJECT

The project focuses on:

1. Improving and maintaining the capacity of child helplines to ensure quality services to children and young people in need of care and protection with particular focus on children affected by the Ukrainian conflict.
2. Raising public awareness of the situation and the availability of child helpline services, with particular focus on Ukrainian children and their parents.
3. Ensuring the inclusion and amplification of children’s voices and generate evidence to influence policymaking through reliable national and regional data collection, analysis and sharing.

ABOUT THE ROLE

As the Ukraine Crisis Response Project Coordinator you will oversee Child Helpline International’s activities to support child helplines involved in the response to children and young people affected by conflict in Ukraine.
The tasks involve, among others, monitoring project plan, budget, and expenditures, organising and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

The main tasks and responsibilities are:

- Creating a detailed work plan clearly outlining the scope of the project.
- Determining what other resources should be considered when implementing the project.
- Working jointly with the monitoring expert to measure the project’s outputs and outcomes.
- Developing ways to document project activities, monitor the progress and adjust as necessary.
- Reviewing the quality of the work completed with the project team.
- Managing and monitoring expenditure against budget and ensuring timely and quality reporting.
- Ensuring that the project deliverables are on time, within budget and at the required level of quality, and evaluating the outcomes of the project as established during the planning phase.
- Implementing the project according to the project plan
- Communicating effectively with key stakeholders
- Undertaking general administration and relevant ad hoc tasks
- Undertaking project tasks as required
- Developing project strategies
- Ensuring project adheres to frameworks and all documentation is maintained appropriately
- Assessing project risks and issues and providing solutions where possible
- Ensuring stakeholder views are managed towards the best solution
- Creating and maintaining comprehensive project documentation, plans and reports

EXPERTISE AND REQUIREMENTS

- Relevant Master’s Degree in humanitarian, human rights, children’s rights, international development or related disciplines
- At least 10 years of relevant work experience preferably in the field of children’s rights and preferably in Eastern Europe.
- Documented, senior experience in programme management.
- Ability to develop and manage organisational plans and work plans and to achieve targets and objectives.
- Documented expertise in managing project budgets and finance reporting.
- Creative, empathetic, quality-oriented, flexible, and proactive personality
- Strong analytical abilities – to assess the scope, the resources needed and the success of the project
- Demonstrable written and verbal communication skills – ability to make engaging presentations and to work successfully with different community groups.
- Leadership skills – ability to assign and delegate work, set and communicate deadlines or timelines.
- Strong ICT skills - using MS Office Excel, Word, PowerPoint and other applications used to present and create plans, reports and presentations.
- Ability to work independently and handle multiple deadlines under pressure.

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We believe that no child should be left unheard.
childhelplineinternational.org
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• Experience/knowledge of child helplines will be considered an asset.
• Fluency in English; Ukrainian and Russian languages would be an asset.

ESSENTIAL INFORMATION

• To start as of July 2022.
• 4 days per week.
• This role will be contracted on the basis of a consultancy
• Location can be flexible but preferably in Eastern Europe

SALARY INDICATION

• €375.00-400.00 per day, depending on experience