



Head of Livelihoods

Job title: Head of Livelihoods

Contract type: 6-month contract (with the possibility of extension)

Starting date: June 1st, 2023,

Hours of work: Full-time work (40h/w, 5days)

Location: Thessaloniki, El. Venizelou 59,54631

(Office) Hours: 9.30-17.30

Application deadline: 22 May 2022

About Irida Women's Center

Irida Women's Center is a Greek Non-Profit Organization. We work with Greek, refugee and migrant women who are economically and socially excluded; women who lack opportunities for a safe life and a sustainable future for themselves and their children; women whose voices are not heard, and their stories are untold. We work with these women to ensure they are protected and have the support they need to stand on their feet and take ownership of their life. Through counseling, legal, and psychological, psychosocial support, and employability services, we ensure that women have the guidance and the support they need to pursue the future they aspire to. We work with commitment and determination to make sure that no woman is left behind.

Scope of Work

The Head of Livelihoods will be responsible for coordinating all Livelihoods projects of Irida Women's Center. They will be responsible for the quality implementation of all aspects of the program: adult learning activities, vocational training, community building and recreational activities, employability services, information sharing, and program monitoring. The Head Livelihoods will directly oversee staff members and volunteers responsible for the day-to-day implementation of the programs. They will work closely with all Irida's departments: Protection, Finance & Compliance, Fundraising & Communications to design and implement integrated & trauma-informed activities, reports, proposals, needs assessments and meal material.

The position reports to the CEO.

Responsibilities:

- Leadership to the Livelihoods Program: Monitors the implementation of the Livelihoods program and provides guidance to the staff members to ensure that stated goals and objectives are met, that the programs are monitored and evaluated, and that reports are written and submitted in a timely manner.
- Provides technical guidance to all Livelihoods team.



- Directly supervises, reports, and provides quality oversight to and mentoring of the team.
 - Maintains open and professional relations with team members, promoting a strong team spirit and providing guidance to support staff to successfully perform in their positions
 - Ensure that project activities are implemented within the assigned budget parameters
 - Records and Analyzes challenges/concerns, assess risks and opportunities.
 - Ensuring relevant project data is accurately collected and updated.
 - Ensuring timely completion and submission of reports.
 - Conducts research and analysis and drafts assessments and reports, on an as needed basis.
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- Contributes to organizational strategic direction and plans, in consultation with the other Heads and the CEO.
 - Develop and maintain effective coordination and long-term relationships with external stakeholders.
 - Effectively represent IRIDA at coordination meetings.

Required Qualifications

- Bachelor's degree in a related field (humanitarian, social sciences, education), master's degree a plus.
- At least 3 years of experience implementing and managing livelihoods/integration or educational programs.
- At least 2 years of experience supervising and managing teams in a multi-cultural setting.
- Strong understanding of the context and strong interest in supporting and vulnerable populations.
- Previous experience in program development and budget management.
- Previous experience in coaching and mentoring of staff.
- Strong analytical, verbal and communication skills.
- Capable of applying skills and knowledge in a range of capacities, including direct implementation, advice, coordination, training, and transfer of technical knowledge.
- Ability to learn fast and adapt to changes, solution oriented and capacity to work under pressure.
- Positive and professional attitude, including ability to lead and work well in a team setting, comfortable in a multi-cultural environment.
- High competency in Office and G-Suite packages
- Fluency in both Greek and English.

To apply for this position please send your CV to hr@iridacenter.org



Disclaimer:

The above is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

Irida Women's Center is an equal opportunity employer and Partner, considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, or disability.

Irida Women's Center operates and enforces policies for Protection from Exploitation and Abuse, Child, and Adult Safeguarding.