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Position: Programme Coordinator – Thessaloniki and Northern Greece

Contract duration: 6 months (renewable)

Location: Thessaloniki and Northern Greece / Frequent field visits to various points of operation along the borders and wider region.

Starting Date: ASAP

Background on SolidarityNow

SolidarityNow (SN) was founded in 2013 upon an initiative of the Open Society Foundations (OSF). SN is a network of people and organizations working together to alleviate the suffering of those worst affected by the socio-economic crisis. Until now SN has supported and funded over 70 projects around Greece in the areas of legal, medical, psycho-social support, education and culture, job-creation amongst others. SN's initial intervention took place in the wider area of Thessaloniki and Athens through Solidarity Centers; these are "one stop shops", hosting a variety of civil society organizations and covering a wide range of relief and context-related services and actions (i.e. medical aid, legal and psycho-social support, employability support, human rights monitoring, promotion, protection and advocacy). SN is also greatly involved in the recent emergency response related to refugees and migrants arriving in the country. During summer 2015, SN was the only donor that allocated a total of more than 6 million EURO for a blend of projects raising from emergency response to medium and longer term concepts as migrants' integration and anti-trafficking.

Programme Context

Since Greece's entry points became the playing field of a refugee crisis, SN has been intervening by supporting a number of state and non-state actors on the ground in the Dodecanese and North-Eastern Aegean islands that are most under pressure (Lesvos, Kos, Chios, Leros, Tilos), as well as Athens, Thessaloniki and the Northern Greek borders. The support offered ranges from psycho-social support to people on the move, distribution of NFIs, short term accommodation or shelter, supporting the national asylum service and the first reception center, and reinforcing the protection of vulnerable groups amongst others.

Thessaloniki along with Athens comprise the two urban points of transit in Greece in the refugee crisis; recently, they also comprise the two major locations that sites for -temporary accommodation- are rapidly built up. At the moment, 20,000 people are stranded in Greece while the FYROM border remains marginally open. SN is thus seeking to strengthen its response and area of operation in and around Thessaloniki where the first Solidarity Center was based. We will need someone to oversee the center run by the TSC project manager and all other SN projects in the area.

Position Summary

The Programme Coordinator (PC) will contribute to the strategic development and management of the SN programmes in Thessaloniki, Eidomeni and Northern Greece and will support the setting up and smooth operation of the Thessaloniki Solidarity Center. S(he) will report to the SolidarityNow Head of Programmes (HoP) and will collaborate closely with the Programming, Operations and Financial teams in Thessaloniki and Athens.

The post balances strategic vision and programme knowledge with regards to Greek society's (chronic) problems combined with the recent socioeconomic crisis as well as mainstream emergency programme support, focusing on advanced, quality implementation and planning.

SN also funds some smaller projects in Thessaloniki area. The PC is expected to monitor, evaluate and try to synthesize this portfolio with the rest of SN's work in the region in view of multiplying synergies and results.

The profile involves active institutional fundraising capacities. Experience working with big institutional donors (emergency and non-emergency) e.g. EC, ECHO, DFID, UN, EEA etc. is a strong asset.

As the situation in the region as well as country-wise is perplexing, more and many international agencies and NGOs are arriving and working in Greece. Previous experience in international crises and exposure in multicultural environments is a strong qualification.

Thessaloniki and Northern Greece are geographically situated at the heart of a Balkan landscape. A transnational/regional dimension is something SN is already looking at from a strategic perspective. The new PC is expected to greatly contribute and influence the development of this and other programme and organizational strategies for 2016.

This is a full-time position based in Thessaloniki with frequent travelling in the wider region.

Main Duties & Responsibilities

Tasks include, but are not limited to, the following:

Project Management

- Oversee and direct the appropriate mobilization, use and management of financial, logistic and other resources of the SN Northern Greece Programs in line with SN policies and donor requirements and in cooperation with the Financial Manager and the Head of Programmes;
- Oversee and coordinate the setting up and operation of the SN's emergency intervention (in view of the R&M crisis) in the region;
- Oversee the setting up and operation of the Solidarity Center in Thessaloniki in cooperation with the TSC Manager;
- Conceptualize, draft and plan new projects and interventions in cooperation with Programming Dpt;
- Contribute to the strategy, development and implementation of the SN program in Northern Greece in cooperation with the Programming Dpt;
- Ensure standard mechanisms for monitoring and evaluating impact of the SN programmes. See that these are in place and are regularly used and - if needed - updated;
- Maintain an overview of the political and security context that may affect programme implementation;
- Cooperate closely and interact with stakeholders and partners ensuring optimum cooperation and coordination;
- Lead the preparation, regular updating and implementation of the projects' security plan in line with SN standards and procedures;

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- Ensure that approved projects are implemented by partners in a timely manner and according to SN regulations;
- Evaluate partners' and projects' performance;
- Draft and submit progress and other reports as per schedule and request;
- Budget elaboration, control & management.

Grant-making:

- In charge of grant-making requirements in line with SN and OSF standard tools and procedures: able to perform due diligence/eligibility assessments of current and future partners, projects' evaluations/write ups; diligent preparation of narrative and financial proposals in cooperation with grantees and implementing partners.

Institutional Fundraising:

- Lead the preparation of project plans and full project proposals for institutional donors;
- Perform active donors' research;
- Liaise with existing donors and implementing partners on the ground.

Operations & HR:

- Line managing programme, project and other staff and providing guidance as required in their day to day activities;
- Building staff capacity through team mobilization, guidance, coaching, on the job training etc.;
- Performance appraisals of staff;
- Trouble-shooting.

Representation

- Representing SN to local branches of the regional and state government, local communities, other civil society actors, etc. in consultation and collaboration with SN programme team.
- Representing SN in international contexts, in conferences, meetings etc.

Reporting Lines and Hierarchy

(S)he reports to the HoP in Athens HQs. For financial matters, (s)he reports to the Finances Dpt in Athens HQs. (S)he is an integral part of Thessaloniki SN team.

Qualifications

- MA and/or University Degree preferably in Social Sciences, Migration studies, International Relations and/or Law or related field. Absence of a relevant degree may be substituted by a combination of hands on, previous, extensive (i.e. over 5 years) experience;

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- At least five (5) years of programme management in senior positions within international development and humanitarian work;
- Proven experience in emergency and post-crisis environments and community mobilization;
- Proven track record of successful project planning, designing and implementation;
- Ability and experience to coordinate and manage staff and implementing partners and project activities, especially in emergency context;
- Experience in liaising with governmental authorities, and other national/international institutions;
- Experience in capacity building of personnel and stakeholders;
- Deep knowledge in PCM, SPHERE standards;
- Experience with human rights and gender equality standards and knowledge of rights-based approaches;
- Excellent communication and writing skills in Greek and English;
- Solid computer skills including proficiency MS Office package (word, outlook, excel, PP).

Assets

- Experience from work in a developing country;
- Knowledge of foreign languages;
- Regional experience is an asset.

If you are interested in applying, please fill send your CV and motivation letter to recruitment@solidaritynow.org by March 18th, 2016 (EOB), mentioning in the email subject "Programme Coordinator Northern Greece".