



## Job Description for Human Resources Coordinator in BVMN

### **Role Description:**

The Border Violence Monitoring Network (BVMN) is an independent Network of 13 NGOs and associations in the Western Balkans, France, Greece, and Turkey. The BVMN monitors and documents the situation of people-on-the-move moving towards or through the EU/Schengen Zone and collects evidence of border violence, to hold perpetrators and facilitators accountable.

The network currently employs 17 people through the German association Rigardu e.V. We would like to transfer all tasks related to employment to a designated person by creating the position of Human Resources Coordinator (hereafter referred as HR Coordinator) in order to reduce the workload of the Rigardu association and the rest of the BVMN team. The HR Coordinator is not only responsible for administrative tasks but also for safeguarding, wellbeing, and coordinating the recruitment of our employees. They are the focal point of whistleblowing and misconduct procedures. Therefore, homogenizing practices, as well as creating certain necessary protocols will be one of the priorities for this role. Fostering a healthy working culture across the network is one of the primary goals.

This person will work in coordination with the rest of the General Coordination team and with the focal points of the member organizations to ensure that they are well equipped to perform BVMN-related tasks and have enough human resources. The HR Coordinator can connect BVMN volunteers to field volunteers and the other way around.

### **Required:**

- 1-3 years experience in Human Resources Coordination or Management or similar field of expertise
- Ability to work independently, autonomously and in a team
- Experience working in civil society organizations
- Strong communication skills
- Fluent in English. Other languages are an asset.
- Can commit to one year.
- Bachelor degree relevant to the position is required. Psychology, sociology, and social work are a plus.
- Excellent organizational skills.

### **Desired:**

- Knowledge about German and European employment laws or willingness to familiarize, and willingness and adaptability to get acquainted with the law in other countries outside the EU.



## Tasks:

Tasks of the HR Coordinator include anything related to employment relationships of BVMN.

### Administrative tasks:

- Organization and monitoring of payroll accounting and registration of employees in different EU countries
- Monitoring of working hours, vacation, sick days
- Organization of cloud servers and email addresses
- Participation in General Coordination and Open Assembly structures
- Monitoring of the jobs@borderviolence.eu email address, replying and forwarding emails to the appropriate coordinators

### Recruitment-related responsibilities:

- Coordination of recruitment processes of potential staff members. This includes:
  - Responding to applications and emails, communicating with the screened applicants during the recruitment process and to communicate the results of the process.
  - Preparing and informing the recruitment panel, scheduling interviews, sending the interview template to the panel. The HR Coordinator can but doesn't necessarily have to be part of the recruitment panel that is conducting interviews to assess applicants' suitability.
- Forwarding volunteer applications to the appropriate field coordinator. Developing volunteer recruitment protocols together with the teams that work with volunteers.
- Contract management for all BVMN employees and volunteers.

### Onboarding related responsibilities:

- Putting the chosen candidate in touch with the relevant teams for the content related onboarding and introducing them on BVMN's workspace, communication channels, working practices and culture.

### Welfare related:

- Employee feedback sessions for 17+ employees two to three times per year depending on capacities.
- Managing safeguarding issues within the network.
- Developing and implementing a welfare strategy within BVMN.
- Responding to conflict and misconduct according to BVMN's policies and code of conduct.

## What we offer:

- 1000 € monthly **net** salary for a 20 hour/week contract
- Remote position
- Flexible working hours and ample holiday time (24 days)
- An opportunity to work in a horizontal network of 13 partner organizations and many external collaborators.



# Border Violence Monitoring Network

**Important:**

BVMN can offer a working relationship to individuals who have the right to work throughout the EU or to citizens of other countries who can act as self-employed contractors and invoice the Network. For EU residents, please be aware that there might be an administrative delay in the hiring process if we need to register as an employer in the country in which you reside and work.

**Application:**

If you are interested, please fill in this form and upload your CV and cover letter by July 1st 2024.

<https://forms.gle/XLVkedwCWjKur2Qp8>

Desired starting date September 1st 2024

**Further Questions:**

For further questions regarding this job offer, please contact us at [jobs@borderviolence.eu](mailto:jobs@borderviolence.eu).