

ARIADNE

European Funders for Social Change and Human Rights

Job Vacancy

European Programme Manager - Ariadne

'Ariadne – European Funders for Social Change and Human Rights' is looking for a **European Programme Manager** to coordinate its work in mainland Europe, particularly among existing networks in France, Germany, The Netherlands, and Italy; to develop Ariadne's reach in other parts of Europe; and to represent Ariadne in Brussels.

Ariadne is a Europe-wide, peer-to-peer network of donors and grant-makers investing in social change and human rights. It currently has almost 600 participants representing 160 institutions in 23 countries. Ariadne offers its members a mix of hard and soft links, with participants able to connect both online and face-to-face. Ariadne has a sophisticated online portal where participants can create and moderate special interest communities and share ideas and information. This is supplemented by a number of annual events for the entire network and a series of locally based events in different countries and linguistic regions. The language of the central network is English, with sub-networks working in French, Dutch, German, and Italian.

In Brussels, Ariadne is hosted by the Network of European Foundations, based at Philanthropy House.

Job Description

Tasks will include:

- Identifying issues and trends of importance to European donors and planning meetings, webinars, workshops and other events around those issues in partnership with funders. The Programme Manager will be responsible for every aspect of these events, including planning, coordination and logistics (with some support from the London office), and acting as/arranging a rapporteur.
- Keeping abreast of philanthropic developments, posting and summarising research, events and other items of relevance to social change and human rights donors on Ariadne's online portal.
- Supporting Ariadne's membership and facilitating their participation in events.
- Supporting networks in France, Germany, The Netherlands, and Italy and helping them to grow.
- Identifying other opportunities for membership growth in Europe.
- Representing Ariadne at Brussels-based meetings and events relevant to social change philanthropy.
- Implementation of Ariadne projects, including the Ariadne Forecast.
- Maintaining relationships and communication channels with other funder networks in Brussels.
- Other duties as required.

Person Specification

Ariadne comprises a small and dedicated team with shared responsibility for projects, headquartered in London. The person who fills this post must be confident, intellectually curious, and demonstrate the ability to work independently and to accept a high level of responsibility. We are looking for someone with the following skills and experience:

Required:

- A university degree or equivalent
- At least five years of experience working in the social change or human rights fields
- Familiarity with the European donor landscape
- Excellent communication skills, tact and sensitivity
- Ability to build and sustain partnerships and networks
- Experience organising events
- Ability to work unsupervised
- Excellent spoken and written French and English
- Ability to travel within Europe as needed
- Permission to live and work in Belgium

Desired:

- Previous experience working as a grantmaker
- Facility in another European language (especially German, Italian, or Dutch)

Terms and Conditions

- Working hours: full-time
- Salary: €45,000 – €55,000
- Start date: September 2019 (or earlier if feasible)
- Length of initial contract: 1 year, subject to renewal
- Location: Philanthropy House, Brussels

Application Instructions

The closing date for applications is **17:00 BST on 21st June 2019**. Interviews will be held in Brussels on 3rd July 2019.

To apply: please submit a maximum **two-page CV** and **a one-page cover letter** to jobs@ariadne-network.eu. Please use the following subject line: "Ariadne Coordinator: Last name, first name". The filename of your CV should be "LastnameFirstname_CV" and that of your cover letter should be "LastnameFirstname_Cover".

Please note that due to the large number of applications we receive, we are only be able to contact short-listed candidates.