



Child Friendly Space Coordinator National Emergency Response for Ukraine (80% or 100%)

SOS Children's Villages Belgium is a non-governmental organisation supporting children without parental care and families in difficult living conditions. The organisation is member of SOS Children's Villages International, a global federation active in 136 countries and territories worldwide.

For its national emergency response for Ukraine in Belgium, SOS Belgium is looking for a **Child Friendly Space Coordinator**. A Child Friendly Space (CFS) is a safe space where children can play, rest, explore, find support and express themselves. It tries to reduce the impact of crisis on children's wellbeing and development.

As the Coordinator of this project, you will set up and coordinate the CFS activities in the crisis reception center for Ukrainian refugees **in Leuven (Scheutsite in Kessel-Lo)**. Currently, 35-50 children and youngsters are residing in this center. You will manage a team of 5 students and volunteers for the implementation of the CFS activities and report to the National Coordinator for Emergency Response for Ukraine of SOS Children's Villages Belgium. The position is fixed-term until December 2022 with an option to extend. The project is in development and activities and area of operation may change.

As a Child Friendly Space Coordinator, you have the following tasks:

1. Preparation of activities

- You develop pedagogical activities (e.g. mother-baby activities, free play, etc.)
- You adapt the space in the reception center to the needs of the children (in terms of design, use of material stimulating creativity, etc.)
- You prepare the training for students and volunteers who will work in the CFS

2. Implementation of activities

- You manage, participate in and supervise the activities of the CFS, in close collaboration with local partners
- You coordinate the team of 5 students and volunteers, who you train and enthusiasm in their daily work with the children
- You manage the time schedule of the activities and of the students/volunteers (scheduling of shifts, management of spontaneous changes/cancellations, etc.)
- You monitor the needs of the children and their parents and, when needed, refer them to specialised support services

3. Evaluation of activities

- You evaluate the effectiveness of the activities with the team of students and volunteers
- You follow up on the budget execution and invoices related to the project activities
- You assist with submitting narrative and financial reports



You have the following profile & skills:

- You have experience in **project coordination**. This means that you prepare, implement and evaluate the project activities, with strong organizational, decision-making and hands-on problem-solving skills
- You have a **passion for working with children** in a stimulating environment, where they can play, learn and grow. You can offer them a listening ear and identify their basic needs with warmth and sensitivity. You believe in creating play materials that are adapted to the needs of children with different cultural backgrounds.
- You have a **bachelor/master degree in a relevant field**
- You feel motivated to bring together, **coach and motivate a team** of 5 students/volunteers in the daily implementation of the activities
- You are self-assured, flexible and not afraid of last-minute changes
- You have good verbal and written communication skills in Dutch and English (Ukrainian is a plus)

Our offer:

- A socially meaningful job with direct positive impact on children
- An exciting opportunity to participate in the functioning of an international NGO
- A green and agreeable working environment
- A full-time job (80% is also a possibility) for a duration of 6 months, possibly renewable
- A competitive salary, meal vouchers, partial refund of transportation expenses
- Starting date: ASAP

For more information regarding this vacancy, you can contact Jolien Potemans, the National Coordinator for Emergency Response for Ukraine at jolien.potemans@sos-kinderdorpen.be.

If you are interested in this position, please send your detailed e-mail application ASAP and by 10 July 2022 to job@sos-kinderdorpen.be with:

- Your CV
- Your Motivation Letter (please indicate when you would be able to start)
- 2 references