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29.10.2021

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VACANCY ANNOUNCEMENT: Children's Rights Project Manager



The Global Campus of Human Rights (hereafter Global Campus) is an inter-disciplinary centre of excellence supported by the EU, by the Right Livelihood and other partner institutions, aiming at pursuing

the continued promotion of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based in Venice-Lido, Italy and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand.

The Global Campus is looking for a qualified **full-time Project Manager** to coordinate its activities related to the **human rights of children**. The manager will be based at the Global Campus' main headquarters in Venice-Lido, Italy.

PURPOSE

The **Children's Rights Project Manager** will be responsible for the overall management of the projects concerning children's rights, which the Global Campus develops in the framework of its Agreement with the Right Livelihood, including both its main headquarters and its regional partners. The position involves a combination of management, administrative, and research-related responsibilities.

The Children's Rights Project Manager will coordinate a team of regional officers, who act as focal points for child rights activities within the Global Campus network.

KEY RESPONSIBILITIES & DUTIES

The **Children's Rights Project Manager** will work as a member of the permanent Global Campus staff, based in Venice - Lido. Tasks will include the following:

- To coordinate the advanced planning of the children's rights activities developed by the Global Campus in partnership with the Right Livelihood;
- To develop and implement specific projects, conferences and other events related to the rights of children;
- To strengthen the teaching on human rights of children in the education and training activities of the Global Campus;
- To promote the objectives of the cooperation between the Global Campus and the Right Livelihood;
- To oversee the daily management of such activities, maintain their scientific coherence, and ensure compliance with the budget;
- To cooperate closely with the Financial Department of the Global Campus to prepare and develop the budget for each cycle as well as the bilateral agreements of projects to be implemented each year;
- To ensure that the mapping of the existing expertise on children's rights within the Global Campus network remains up to date and relevant, to establish advance contact with academics, lecturers and experts in order to facilitate their contribution to the planned activities;
- To liaise with other Global Campus colleagues involved in the planned activities, in order to support with substantial inputs, provision of expertise, exchange of information;
- To promote and develop meaningful child participation across the Global Campus network;
- To draft the annual reporting to Right Livelihood in line with the agreement's regulations and cooperate with the finance department in relation to the project's audit.
- To coordinate and manage partnership related tasks of the Children's Rights Regional Officer in order to promote the rights of children within the GC regions – this includes the organisation and chairing of monthly coordination meetings, the setting of tasks and HQ support for the officers if and when needed.
- To act as the children's rights focal point of the cooperation, especially in relation to maintaining effective lines of communication between the Right Livelihood and the Global Campus – this includes regular meetings with the Right Livelihood's Education Manager, attending events

organised by the Right Livelihood and the coordination of at least one Steering Group meeting a year.

MINIMUM REQUIREMENTS

- BA/MA in a field relevant to human rights;
- Experience in the field of children's rights;
- Experience in project management, preferably in the educational or non-profit sector;
- Excellent communication, diplomatic and networking skills suited to a multinational and multicultural environment;
- Collegiality and willingness to work as part of a team;
- Strong proven organisational and time management skills;
- Ability to work under pressure and meet deadlines;
- Excellent knowledge of English, including drafting and editing abilities;
- Proficiency in MS Word and Excel.

This job description summarises the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.

The Children's Rights Project Manager will be required to take up full service as of December 2021 / January 2022. The position will be based in Venice, Italy. Travel to the regional partners' headquarters or other relevant locations might be required. The gross salary depends on qualifications and seniority.

The closing date for receipt of applications is 22 November 2021.

Please send a motivation letter and a detailed curriculum vitae to the Global Campus Secretary General, Manfred Nowak, manfred.nowak@gchumanrights.org, the Academic Director, George Ulrich, george.ulrich@gchumanrights.org, and to Elisabetta Noli, elisabetta.noli@gchumanrights.org, the Administrative Director.

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