



EXECUTIVE DIRECTOR JOB DESCRIPTION

Child Rights Connect is an independent, non-profit association of about 90 national, regional and international non-governmental and civil society organisations, networks and coalitions. Its membership has a worldwide reach with children's rights defenders in over 150 countries.

The organisation consists of a General Assembly, an Executive Committee (ExCo) that is elected by the General Assembly, and a Secretariat. Under the guidance of ExCo, and in accordance with the decisions of the ExCo and the General Assembly, the Secretariat is entrusted with the implementation of the organisation's Strategic Plan as well as its operational and financial management.

The organisation was initially set up in 1983 as the *Ad Hoc NGO Group for the drafting of the UN Convention on the Rights of the Child* to ensure that the perspectives of civil society were taken into account in the preparation of the Convention on the Rights of the Child (CRC). Since then, it works to connect civil society organisations, which have a firsthand perspective on the realities of children, with the UN Human Rights System.

Child Rights Connect promotes children's rights throughout the UN Human Rights System. This includes monitoring human rights developments at the UN which may have an impact on children's rights and coordinating children's rights defenders around common advocacy activities on key priority issues at the UN Human Rights Council. It also provides children's rights defenders with capacity-building and technical assistance to help them better promote and monitor the implementation of the CRC in their respective countries, through engagement with UN human rights mechanisms including the UN Committee on the Rights of the Child (UNCRC).

The Secretariat of the organisation is based in Geneva, Switzerland.

PURPOSE OF THE ROLE AND SUPERVISION

The Executive Director leads the world's largest civil society network focussed on the respect, protection and fulfilment of the rights of children. He/she is appointed by the Executive Committee of Child Rights Connect and is responsible to ensure the professional management and administration of the Child Rights Network, its programmes, its office and the Secretariat staff.

SUPERVISION

The President of the ExCo develops annual performance plans with the Executive Director and carries out his/her annual appraisals.

JOB DESCRIPTION/ PERFORMANCE EXPECTATIONS

1. Strategic Development

In close collaboration with ExCo and in consultation with its members (collectively through the General Assembly and individually) lead the development, implementation and delivery of the organisation's

Strategic Plan and its periodic review (and updating as required), and ensure its systematic monitoring and evaluation.

Oversee and provide overall programme vision and guidance in line with the agreed strategic plan. Ensure the monitoring and evaluation of the impact and effectiveness of the organisation's programmes

Ensure that the programmes are in line with the strategic plan, by overseeing and providing overall programme vision and guidance.

Enhance the effectiveness and impact of programmes by identifying new opportunities and partnerships.

Monitor and evaluate the impact and effectiveness of the organisation's programmes

Monitor global trends and issues related to child rights and ensure that they are addressed in the advocacy and programming of the organisation.

2. Membership Relations and Network Development

Provide leadership and direction in the expansion and strengthening of the Network.

Build among members an understanding of and commitment to the vision, mission and goals of Child Rights Connect; develop and maintain effective and supportive working relations with Network Members and ensure that their views and input are taken into account in the governance decision making and operations of Child Rights Connect.

Enhance collaboration and cooperation between the secretariat and the members and amongst members themselves, to ensure that Child Rights Connect is an active and effective network.

Leverage and give visibility to the work and achievement of members.

3. Representation and Outreach

Proactively lead and direct the expansion of outreach and advocacy to high-level partners, engender support on key priority issues.

Broaden the organisation's influence and strategic relevance through development of high-level partnerships and relationship with a wide range of stakeholders, such as human rights mechanisms and experts, UN agencies, State representatives, civil society, international and regional organisations, academics, private sector, and media.

Ensure the visibility of Child Rights Connect as the credible spokesperson of Civil Society on issues related to the rights of the child.

Represent Child Rights Connect in writing and speaking; strategically communicate key advocacy messages, concerns, positions and views at all levels including at UN, inter-governmental, national, civil society, and private sector fora and events.

Ensure the implementation of a clear policy on relations with the media; serve as the chief spokesperson for Child Rights Connect, and ensure that it is represented in a professional and effective manner.

4. Financial Management

Assure the fiscal soundness and overall financial health of Child Rights Connect, ensuring the efficient and effective management of its finances, including budgeting and financial processes and procedures and the regular monitoring of financial status.

Ensure that audits are executed and receive appropriate and timely responses.

Ensure compliance with financial, legal and administrative requirements of grants.

5. Fundraising

Develop, implement and regularly update an overall funding strategy that increases the organisation's funding base to enable full implementation of its Strategic Plan.

Lead fund-raising, conceptualising approaches and proposals for funding; liaise with States, Network Members, private donors, bi-lateral and multi-lateral assistance agencies, and foundations cultivating support through appropriate presence and communications.

Ensure high quality and timely reporting to donors.

Maintain an understanding of and analyse external factors that can affect fundraising and financing for Child Rights Connect, and recommend appropriate courses of action.

6. Governance Support

Ensure that Child Rights Connect discharges its constitutional and legal obligations.

Support and facilitate the organisation's General Assembly to carry out its responsibilities, including those related to approving/terminating members; election of ExCo; appointment of auditor; approval of strategic plans, annual reports and financial statements; validation of annual plans and budgets; and the setting of membership fees.

Establish and maintain a strong working relationship with ExCo, building consensus and commitment to the vision and mission of the organisation; provide ExCo with the timely advice and information it requires to fulfil its duties for effective governance and managerial and fiduciary oversight; report regularly to ExCo on the progress of work, financial status, fundraising, and any other matters that are relevant to the discharge of ExCo's responsibilities; and support work of ExCo's committees.

Develop and present proposals related to policy, strategy, objectives, and organisational guidelines, including an annual workplan and budget, for consideration and approval by ExCo and/or the General Assembly.

Recommend an annual calendar of meetings and other important meetings and events and take overall responsibility for the delivery of these, including an annual General Assembly.

Ensure that Child Rights Connect's Working Groups receive technical support from the secretariat and operate within the strategic framework.

7. Secretariat Leadership and Management

Lead the Child Rights Connect Secretariat through professional management oversight, overall guidance and support.

Ensure that Child Rights Connect has the human resources necessary to achieve its objectives with an effectively maintained staffing structure. Maintain a climate that attracts, retains and motivates top quality personnel. Continually demonstrate high standards of conduct and ethics and encourage the same to be demonstrated by the staff.

Ensure that the necessary resources are provided and proper standards maintained for the protection of people and any assets, giving particular attention to legal requirements, health and safety at work, child safe-guarding and maintenance and security of property.

Recruit/select, lead, supervise, manage and support senior staff and regularly monitor and assess their performance.

QUALIFICATIONS

Knowledge/Experience

Ideally the candidate should have:

- A minimum of 8 years of experience as a senior leader of a Civil Society/non-governmental Organisation;
- Knowledge and first-hand experiences working in the field human rights, child rights and with human rights mechanisms;
- Broad international experiences, including in the Global South;
- Demonstrated positive experiences working in diverse, multi-cultural and multinational environments;
- Positive and productive experiences working with civil society organisations, regional/global networks and Boards;
- Demonstrated track record in fundraising with bilateral and multi-lateral assistance agencies, foundations and/or private individuals;
- Successful experiences of building strong and collaborative partnerships and alliances with international and regional organisations, donors, the private sector, academia, and the media;
- Track record of success in strategic advocacy, particularly with high-level decision makers;
- Demonstrable experience of leading development, delivery and review of results-based strategies and programmes;
- Strong experience of leading, developing and managing people and teams;
- Sound financial management and budgeting and an ability to identify and manage risks;
- Experience as an effective presenter, public speaker and media spokesperson.

Communications

- High proficiency in writing and speaking in English.
- Ability to speak Spanish and/or French.
- Working knowledge of other UN languages is an asset.

Academic Qualifications

- Masters/post-graduate degree (or equivalent) in human rights, social sciences, international development, or related field.

Competencies

- Demonstrable diplomatic skills
- Demonstrated commitment to the values, principles and aims of Child Rights Connect
- Integrity- high ethical standards
- Respect - for diversity and inclusion with sensitivity towards gender, cultural, ethnic and religious differences
- Proven ability to lead, motivate and empower individuals, organisations, groups and teams

- Team Building and collaboration
- Adaptability – proven ability to positively manage change in a rapidly evolving environment and to work effectively in stressful situations
- Strong drive for results
- Innovative and creative in problem solving
- Strategic thinking; an ability to see the big picture, create practical actions and set clear priorities