

Network Coordinator – European Policy Network on the education of children and young people with a migrant background (SIRIUS)

Job Description

Deadline for applications: 8 June
Interviews of selected candidates: Week of 13 June

Purpose of the job: To coordinate the European Policy Network on the education of children and young people with a migrant background (SIRIUS). Since 2012, SIRIUS has established itself as the main network of experts and practitioners on migrant education in Europe.

SIRIUS aims to provide evidence and advice to inform education and migration policymaking and stakeholders at EU and national level and to provide practical solutions and tools to improve the implementation of these policies at local and school level. SIRIUS regularly undertakes transnational learning and practical activities, which are managed by its national partners and funded by the EU or other donors.

SIRIUS was an EU-funded project until the end of 2014. Since 2015, the network has remained a voluntary network with an annually elected board. As of July 2016, SIRIUS has obtained long-term core funding for a network coordinator in view of the establishment of SIRIUS as a legal entity in 2017.

The network coordinator will work from the premises of the Migration Policy Group (MPG) in Brussels, Belgium, under the supervision of its Programme Director on Migration and Integration and with the support of SIRIUS' active transnational board.

Starting Date: 1 July 2016

Duration: Flexible (half-time with possibility of four-days-per week) until at least end 2017 with renewal based on funding renewal and additional fundraising

Supervisor: SIRIUS Board (2016 chairperson is Thomas Huddleston, MPG Programme Director on Migration and Integration)

Key responsibilities:

- Networking and representation of SIRIUS and its recommendations to stakeholders and policymakers on migration and education, in support of SIRIUS' board and members
- Design, administration and writing up policy briefs for two annual policy workshops on agreed migrant education topics (including preparation and circulation of documents, travel and accommodation arrangements, communication)
- External communication on migrant education: Content and updating of SIRIUS website, newsletter and social media
- Internal communication with SIRIUS national partners
- Day-to-day project-based financial management
- Coordination of annual activity report, accounting, audit, board meetings and development of SIRIUS' legal status
- Development and fundraising for new SIRIUS transnational learning and practical activities funded by the EU or other donors
- Other administrative, coordination, support and research tasks as required.



MIGRATION POLICY GROUP

Person Description

<p>Professional skills, knowledge and experience</p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> • 3-5 experience in research or practice on education and/or integration of migrant youth • Bachelors or Masters in Education, Sociology, Political Science/Law, Communications/Journalism or Project Management • Excellent communication and editing skills • Excellent project management skills • Ability to write for a broad audience and summarise news, policy documents, and research • Excellent knowledge of Microsoft Office software and IT skills in general • Basic knowledge of HTML and Content Management Systems • Excellent English and Excellent French or Dutch <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Knowledge of EU cooperation and support for education and for migrant integration • Knowledge of main EU-level migration and education stakeholders • Fluency in several other languages • Experience in event organisation
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Confidentiality and tact • Very good attention to detail and an eye for accuracy • Good team-working skills, including flexibility and commitment to the issues • Ability to work to deadlines and prioritise own work within agreed parameters • Ability to work independently and initiate activities as appropriate • Ability to work with people from different cultural backgrounds • Identification with the work and objectives of SIRIUS
<p>Other requirements</p>	<ul style="list-style-type: none"> • Ability to work long hours on occasion • Ability to travel within Europe up to once or twice-a-month