

FARE Co-ordinator

Job Description

Job title:	FARE co-ordinator
Responsible to:	FARE chair of management board
Key working relationships:	Projects and communications managers and administrator FARE board FARE partners and stakeholders
Status of post:	Full-time, permanent position

Overview of responsibilities: The FARE co-ordinator heads the FARE secretariat and ensures that it works as a creative and cohesive team, responsive to the FARE network. S/he is directly responsible to the FARE board, offering advice upon and ensuring the timely and effective implementation of its strategic decisions.

Specific duties:

1. To ensure the FARE strategy is properly implemented, monitored and evaluated and revised.
2. To ensure that the rolling work programme and budget are ready for agreement by the board in advance of the year of operation.
3. To develop relationships with funders, ensuring prompt compliance with reporting requirements.
4. To represent FARE from day-to-day, alone or with colleagues, in dealing with key stakeholder and partner organisations.
5. To lead the secretariat in executing the decisions of the board.
6. To assist the chair in setting the agenda for board meetings, ensuring these reflect key concerns within the FARE network.
7. To prepare draft policy papers for the board and to revise these in the light of discussion.
8. To ensure that the secretariat functions as a team, particularly given its potentially dispersed character, and that its individual components deliver upon their commitments.
9. To co-ordinate the production of the FARE annual report.
10. To prepare the annual accounts, with the assistance of the administrator, and ensure they are properly audited.
11. To guarantee compliance by FARE with all legal requirements in the (primary) host country of the secretariat.
12. Any other reasonable requests from the chair and/or board.

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Person Specification

The FARE co-ordinator is a self-starting individual with highly developed motivational skills, who is at ease operating in an intercultural context. S/he will be familiar with relevant policy issues and be capable in dealing with FARE's partners and stakeholders. S/he must be able and willing to engage in regular travel.

Essential characteristics are:

- at least three year's experience of playing a leading role in contesting racism and/or other forms of discrimination and intolerance;
- at least three years experience running a non-governmental organisation(s);
- fluency in English and one other principal European language;
- education to degree level.

Desirable features are:

- managerial experience on a transnational scale;
- fluency in more than two languages;
- a postgraduate qualification.

Candidates will be assessed against the following matrix of competences:

Competence	Indicators	Score
Effectiveness and accountability	<ul style="list-style-type: none"> • Timely preparation of work plans and budgets • Clear and concise report-writing to deadline 	30
Leadership and teamwork	<ul style="list-style-type: none"> • Ability to manage employees and contracted functions effectively • Capacity to cohere colleagues into effective unit 	30
Organisational innovation	<ul style="list-style-type: none"> • Experience of organisational transformation • Capacity to bring about continuous improvement 	10
Policy and practice development	<ul style="list-style-type: none"> • Preparation of strategies and policy documents • Distillation of learning from practitioners 	15
Communication and presentation	<ul style="list-style-type: none"> • Strong capacity for presentation in public and to stakeholders • Ability to function in multi-lingual/multi-cultural environment 	15