



EUROPEAN ORGANISATION OF
PRISON AND CORRECTIONAL SERVICES

EuroPris
PO Box 13635
2501 EP The Hague
Netherlands

Vacancy European Organisation of Prison and Correctional Services

Executive Director

36 hours / week

Organisation:

EuroPris is the European Organisation of Prison and Correctional Services that is based in The Hague. EuroPris is a network organization of and for practitioners that facilitates the sharing of knowledge and good practices between its European members. Members of the organisation can be Prison Services of all Council of Europe Member States. Currently, Prison Services from 33 European jurisdictions are a member of EuroPris. The organisation stands for promoting professional prison practice in order to improve detention standards and practice and improve public safety and security in accordance with human rights, international rules and regulations.

Since its founding at the end of 2011, EuroPris has developed into a well-recognized and well-known organisation in the European correctional arena. It has established close links not just with Prison Services, but also with other European and international network organisations, ngo's and universities active in the correctional field.

EuroPris is recognized as the central contact point in Europe for sourcing information about European prisons, for getting connected with European prison practitioners and for organizing practice oriented events on a variety of prison related issues. EuroPris is also closely cooperating with the European Commission, providing practice based input to policy makers. Also, EuroPris has an observer status at the Penological Council of the Council of Europe.

EuroPris supports and participates in European Commission funded multilateral international cooperation projects.

While the office is based in The Hague and a part of the team members work there, some team members are also based in other European countries. With this international team EuroPris is providing a wide range of services for a large European network.

The Executive Director is responsible for the daily management and planning of the organisation. The international Board of EuroPris consists of 10 members and provides strategic guidance to the operations and further development of EuroPris. The Board steers and supports the Executive Director.



Supported by the Justice
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Responsibilities:

- Responsible for strategic development and management of the organisation
- Draft annual plans and budgets and monitoring implementation and financing
- Building and maintaining relations with network members and external partners
- Represent the organisation at the European Commission and Council of Europe bodies
- Represent the organisation at international conferences
- Accountable to the Board; prepare and participate at Board meetings
- Organise, recruit, appraise, develop and motivate staff
- Drafting funding applications and implementation reports to the European Commission for multi-annual and annual funding schemes
- Drafting Annual report
- Planning project activities, organise activities, facilitate and monitor progress
- Develop methodology and content for EuroPris workshops & conferences
- Develop and coordinate EuroPris expert groups
- Participate in projects to which EuroPris is partner
- Promote EuroPris' communication and dissemination activities

Profile / Competences:

- Minimum educational level: master's degree
- Proven track record with over 3 years in leadership positions, in managing professional teams, preferably in a culturally diverse, international setting
- Working experience in prison related sector is an asset
- Strategic and financial insight
- Experience in working with European bodies and funding schemes is an asset
- Ability to operate at different levels and to translate strategy into action
- Willing to provide hands-on support when needed
- Perform tasks in a structured and responsible manner
- Strong communication skills
- Ability to work independently with a pro-active mentality
- Ability to adapt to a fast-paced environment and switch between tasks;
- Able to work within a variety of cultural backgrounds and settings
- Excellent writing skills;
- Excellent understanding of English, speaking and writing
- Flexibility with regard to hours of work and levels of tasks required
- Willingness to travel frequently within Europe
- Enthusiast and professional; team player

The Executive Director would in principal work from the The Hague office. The employment can start from 1 January and is for a full time position of 36 hours / week). If the candidate is going to be based outside of the Netherlands, regular travel to the Netherlands would be required.

We offer a salary based on qualifications and experience, level 13 BBRA (Civil Servants Pay Decree). This position is initially for one year, with the possibility of an extension, depending on performance. The candidate should be interested in a long term commitment to this position.

If you are interested, please send your CV and a motivation letter in English language **until 30 November** to: kirstenhawlitschek@europris.org

Please mention “Executive Director” in the subject of your email.

For inquiries, please contact Kirsten Hawlitschek by calling (00)31 6 25055692 or sending an e-mail to the above-mentioned address.