



EUROPEAN ORGANISATION OF
PRISON AND CORRECTIONAL SERVICES

EuroPris
PO Box 13635
2501 EP The Hague
Netherlands

Vacancy Policy officer European Organisation of Prison and Correctional Services

32 hours / week

Organisation:

EuroPris is the European Organisation of Prison and Correctional Services that is based in The Hague. EuroPris is 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. The organisations stands for promoting professional prison practice in order to improve detention standards and practice and improve public safety and security.

EuroPris is 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 linked to the European Commission and has an observer status at the Penological Council of the Council of Europe.

With a small team we are providing many services for a large European network. For our The Hague office we are now looking for a policy officer who will work closely with the Executive Director. The policy officer has a central role in the further development of the organisation and the implementation of a variety of activities.

Responsibilities:

- Advise on strategic development, service portfolio and organisation
- Building and maintaining relations with network members and external partners
- Develop methodology and content for EuroPris workshops & conferences
- Develop and coordinate EuroPris expert groups
- Planning project activities, organise activities, facilitate and monitor progress
- Budget and finance monitoring
- Write meeting and workshop reports
- Draft the EuroPris annual report and European Commission funding report and application
- Participate in projects to which EuroPris is partner
- Participate and (re)present EuroPris at conferences and meetings
- Promote EuroPris' activities and disseminate knowledge through various means of communication
- Preparing newsletter contents



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WWW.EUROPRIS.ORG

Profile / Competences:

- Minimum HBO level or Bachelor decree
- Working experience in prison related sector is an asset
- Experience in working with European bodies and funding schemes is an asset
- Ability to work independently with a pro-active mentality
- Perform tasks in a structured and responsible manner
- Hands-on 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;
- Flexibility with regard to hours of work and levels of tasks required
- Willingness to travel frequently within Europe
- Excellent understanding of English, speaking and writing
- Enthusiast and professional; team player

We offer a salary based on qualifications and experience, level 12 BBRA. This position is initially for one year, with the possibility of an extension, depending on performance. The candidate should preferably 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 25 August** to: kirstenhawlitschek@europris.org

Please mention “Policy officer” 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.