



Programme Manager

Unaccompanied Migrant & Refugee Children



Protecting Children. Providing Solutions.

www.wearelumos.org



INTRODUCTION

Thank you for your interest in working with Lumos.

This is a really exciting time in our development and if you join us you will be helping to deliver our ambitious plans for the future.

Across the globe, an estimated eight million children live in institutions and orphanages. At least 80% are not orphans but are separated from families. They are deprived of the close, loving adult engagement a family provides; their physical, intellectual and emotional development is harmed; and they are exposed to significant risk of abuse and neglect. These are some of the world's most disadvantaged children.

At Lumos, an international NGO founded by J.K. Rowling, and the UK 2015 Charity of the Year, we believe this is a solvable problem. We have developed a model of 'deinstitutionalisation' to support countries to reform child care and protection systems based on institutions and replace them with health, education and social care services which keep families together in the community.

We promote deinstitutionalisation at international level, working with the UN, the EU, the US Government and the World Bank, focusing particularly on international aid as a driver for reform. We work closely with the EU to ensure that aid amounting to hundreds of millions of Euros is used to support the transition from institutional systems to services for children and families in the community, not to build or renovate institutions.

We support governments with expertise and skills, ranging from interventions to save the lives of children facing premature death to the complex financial mechanisms needed to ensure their limited resources are used to achieve reform. We run demonstration projects to prove that reform is achievable for all children, can be scaled up across the nation and is sustainable. Lumos has teams in Moldova, Bulgaria, the Czech Republic and Haiti. We also work with authorities in Ukraine and run projects in Greece and have offices in Brussels and Washington D.C.

Finally, and most importantly, we work with children and their families, protecting children from serious harm and undertaking the complex and sensitive work needed for the preparation of children to move institutions; to achieve family reunification; or to prevent the separation of children from families and their admissions to institutions. We also ensure that children and young people participate in opportunities to promote effective DI and support our advocacy.

ADDITIONAL INFORMATION

Lumos Mission

To end the institutionalisation of children worldwide by 2050.

Lumos Vision

A world in which all children have the opportunity to grow up and thrive in a safe and caring family or, where there is no alternative, in specialist placements that meet all their needs, respect their rights and ensure they can fulfil their potential.

The Problem

Across the globe, millions of children are separated from their families and placed in institutions and orphanages, which harm their development, subject them to increased risk of all forms of abuse and severely reduce their future life opportunities.

The Solution

Lumos seeks to address this issue by closing down institutions and ensuring that the children currently living in them are moved to family or community based placements.

Lumos works to develop a range of community-based services which prevent children going into institutions by supporting families to care for their own children and where children cannot be cared for in their own families helping to develop the foster care and small group specialised services they require.

We complement our programmes activities with high-level policy and advocacy, development of research and targeted campaigns.

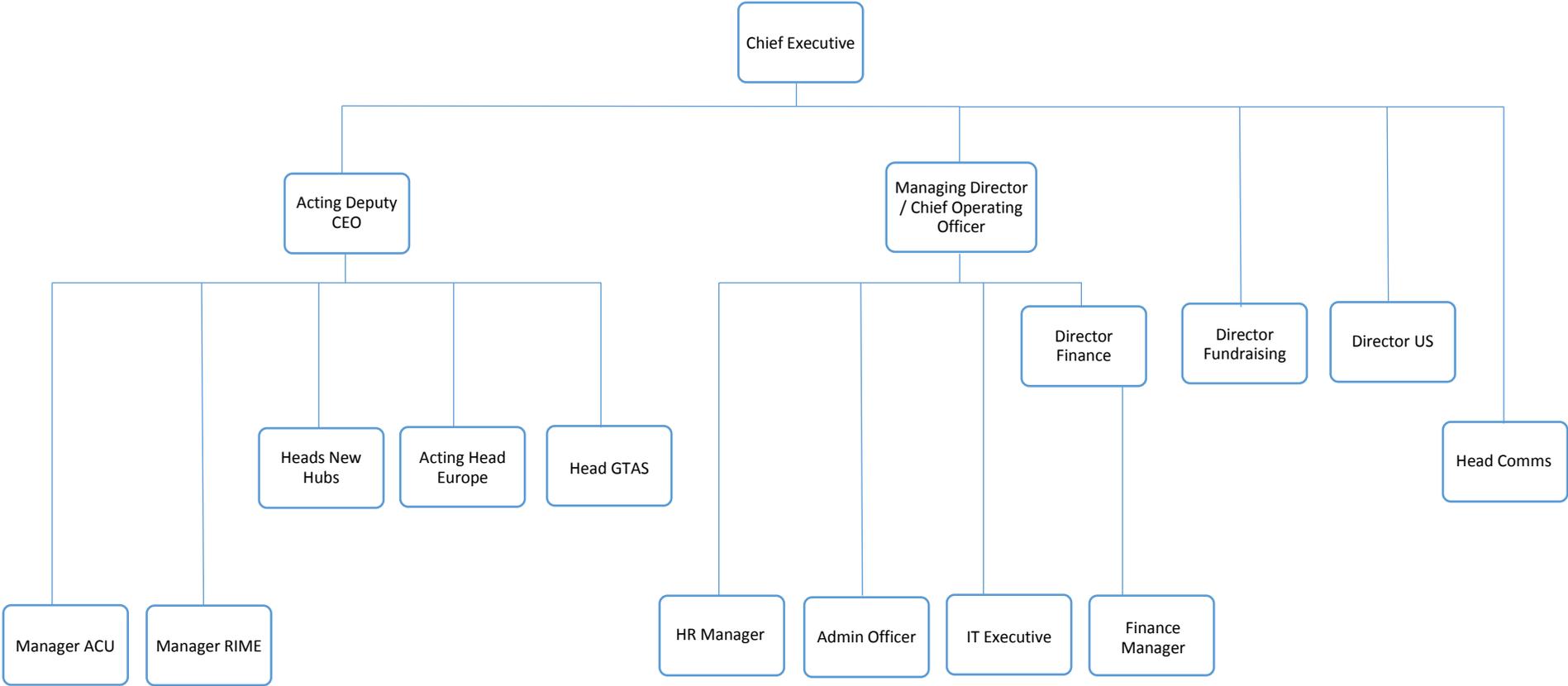
Moving Forward

Lumos has worked in Eastern Europe since 2005, accomplishing significant results across country demonstration programmes in Moldova, Czech Republic and Bulgaria. Lumos has provided assistance to many other countries in the region including developing and supporting National Action Plans for deinstitutionalisation, developing a range of services for children and managing emergency concerns preventing severe harm and fatality to hundreds of individual children.

Having demonstrated successfully that deinstitutionalisation is achievable for every child, no matter what their level of need, the challenge is now for Lumos to promote family based and/or specialised small-scale care for all children worldwide.

Over the next few years, Lumos will develop a number of regional hubs providing a range of Lumos specialist services adapted to each region.

Interim Management Structure
From 1/1/2017



*Role of Managing Director discontinued when Chief Operating Officer appointed
Line management to be further considered following review of global Communications



JOB DESCRIPTION

Job title: Programme Manager, Unaccompanied Migrant & Refugee Children

Dept/Project/Team: Unaccompanied Migrant & Refugee Children

Reports to: Head of Europe

Usual office base: Stratford, East London

Job purpose:

The Programme Manager will be responsible for supporting the design, coordination and delivery of a range of activities to establish a new demonstration project in Bulgaria. The project aims to support the needs of unaccompanied migrant and refugee children by assisting with family reunification and providing family-based alternatives to institutional care. In addition to supporting the demonstration project, the Programme Manager will also be required to develop and implement a series of advocacy initiatives to encourage other organisations and countries to move towards providing family-based care that meets the needs of unaccompanied migrant and refugee children.

The Programme Manager will work closely with the project team in Bulgaria, acting as the liaison between the project in Bulgaria, head office functions in London and partner organisations.

The Manager will report to the Head of Europe programmes, and will be based at Lumos' head office in Stratford, London. The position will be contracted through Lumos Foundation. For more information on Lumos, visit: www.wearelumos.org.

Scope:

The unaccompanied refugee and migrant children programme is a new initiative for Lumos and will be established in 2017. Its main objectives include:

- To identify and highlight the institutional response to unaccompanied children in Europe and link to Lumos' existing evidence base on the harm of institutionalisation
- To establish response teams at the Bulgarian border and within a reception centre which will provide assistance to unaccompanied children in line with Lumos' aims of preventing institutionalisation of children and enabling family reunification
- To support the provision of training to migration authorities in Bulgaria on child protection and alternative care frameworks for children with complex needs
- To support family reunification processes and provide family-based care that meets the needs of children during the process, or where reunification is not an option

- To engage in advocacy and campaigning with national and European authorities to establish frameworks supporting family reunification and alternative care for migrant children

Both international and domestic travel may be required, including participation in project activities, when appropriate.

Key tasks/Job objectives:

- Plan and coordinate logistics for scoping visits to project sites in Bulgaria and work with key stakeholders to establish the project.
- Develop, facilitate, and maintain relationships with partners, including NGOs, experts, government bodies and legal organisations in other countries.
- Coordinate advocacy initiatives to promote change in Bulgarian and European policies towards migrant children.
- Manage and monitor the project budget and ensure objectives are achieved within budget and according to the agreed timeline and milestones.
- Regularly review and monitor the progress of activities and prepare narrative and financial reports for the project.
- Prepare materials and presentations for meetings and events.
- Lead on representation of the project as needed in meetings and events.

Person Specification:

Knowledge/skills:

Essential

- A strong commitment to children’s rights, welfare and protection
- Extensive knowledge and experience on issues relating to unaccompanied migrant and refugee children in Europe
- Understanding of factors that influence the institutionalisation of children
- Excellent planning and organisational skills and thorough attention to detail
- Effective communication skills, written, oral and presentational
- The ability to work effectively both individually and as part of an international team
- Well-developed interpersonal skills, to work collaboratively at every level across the partner organisations and with other stakeholders in multiple country contexts
- Ability to work with a diverse range of peoples and cultures.

Desirable

- Knowledge of family-reunification processes and alternative family-based care
- Ability to work in a fluid and dynamic working environment.
- Knowledge of a language in addition to English (Bulgarian, Arabic)

Experience:

Essential

- Proven experience in project management including budget management
- Extensive experience working on projects relating to migrant populations

- Experience of working in partnership with other organisations including governments, NGOs and other service providers.
- Experience of working with children and young people's issues
- Experience of international service delivery and development
- Desk based research experience
- Experience of working in social affairs, human rights, international development or EU funding

Desirable

- Team management and other resource management experience
- Knowledge of the policy and political environment in countries across Europe



RECRUITMENT PROCESS

Closing date: 20th January 2017

Interviews: 6th February 2017

How to Apply:-

To apply please submit the following documents:

- A supporting statement highlighting how your skills and experience meet the person specification (two pages maximum)
- Your CV, stating your current salary details. (two pages maximum)
- Details of two referees, including a recent employer (to be consulted at the later stage of recruitment)

Please email to Nav Johal, HR Officer at jobs@wearelumos.org. If you have any further enquiries, please contact Nav Johal on +44 (0) 20 7253 6464.

- Lumos is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the DBS.
- Lumos is an equal opportunities employer.
- Lumos requests no agencies please.

All applicants must have an existing right to work in the UK.

With a view to minimising our administration costs, unfortunately we are only able to contact those candidates that have been shortlisted for interview.



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