

Key Duties and Responsibilities:

- Contribute to the design of the Anna Lindh Foundation's Triennial programmes and annual workplans in terms of technical input in relation to the Networks and identifying budgetary needs.
- Provide effective technical support, coordination and leadership to ensure the successful development and delivery of the Foundation's plans to national civil society networks.
- Ensure the efficient development of operational plans with the ALF networks for the implementation of the Foundation's Strategy to ensure improved collaboration of the Foundation with its Networks.
- Nurture and develop effective working relationships with Heads of National Networks which enable the Foundation to multiply the scope, reach and impact of its mission and programming.
- Ensure effective performance management plans are in place and that established objectives and desired results are met.
- Induct, lead, guide, manage and provide continuous support to the Foundation's Team working with the Networks.
- Ensure regular Monitoring and Evaluation of the Network related activities in close coordination with the M&E team and in line with established guidelines.
- Design and implement an efficient communication plan to foster and sustain solid relations with ALF HoNs and the network members.
- Contributing to the ALF communication measures, ensuring impact and achievements are captured and readily available for use in internal and external visibility and communications.
- Lead on the design process of the new support mechanism that the ALF will use to support its Heads of National Networks in the new phase and manage and supervise the contractual procedures, monitoring and evaluation of the current "Management Support".



- At the level of the senior management, contribute to ensuring the integration of the ALF Networks with the wider Foundation strategy and regional programming in line with the ALF statutes.
- Develop and support effective mapping at Country and regional level to increase the Foundation's knowledge of its networks and civil society to support scaling-up local and national impact and reach.
- Ensure a coherent annual schedule of civil society-led activity is in place, that activities are planned sufficiently in advance, are implemented effectively and efficiently, and maximizes impact.
- Monitor and follow up contracts that will be signed with national focal points in the new phase. This includes following-up on delivery plan budgets and targets at national level.
- Ensuring that the contracts to be signed are developed and delivered at high standards.
- Participating in statutory and communications activities, including webinars with Network coordinators and leading on the design and implementation of the annual statutory meeting of Network coordinators.
- Contributing to developing and managing relations with national and regional institutions which position the Foundation favorably for new partnership opportunities and income generation.
- Provide civil society sector expertise and maintain an up-to-date knowledge of social development issues in the Euro-Mediterranean region, and contribute to professional forums and debates which increase the profile of the Foundation and its Network.
- Internally across the Foundation and Network, manage effective knowledge sharing on good practice in the development and delivery of national networks plans.
- To ensure synergies with other programmes and teams of the Anna Lindh Foundation are efficiently implemented and that the ALF Networks are duly presented/involved as applicable.
- Contributing to the Foundation's reporting to the European Commission in the framework of their renewed support of the ALF and ensuring compliance with the reporting requirements requested.

