

# Vacancy - Coordinator CSO Alignment Platform

## Executive Summary

The VOICE Network - at the request of key civil society organisations (CSOs) throughout Europe - are setting up a CSO alignment platform across the various national multi-stakeholder Initiatives for Sustainable Cocoa (ISCOs). We are looking for a Coordinator to function as a flexible and lightweight secretariat that supports content-based engagement at national and cross-national level by individual CSOs.

## Background

Many ISCOs - multi stakeholder platforms fostering national dialogue on cocoa sustainability - are emerging as a powerful trend in shaping what will happen in cocoa sustainability. However there is no cross-national coordination of civil society strategies and interventions for the national initiatives for sustainable cocoa (ISCOs) at present. Information sharing on processes happens sporadically. A clear alignment, definition of roles and pooling of resources is missing. Several key Europe-based civil society organizations working for the responsible production, sourcing, and trade of cocoa are committed to improve alignment and streamline their efforts across the ISCOs. We are hiring a Coordinator to increase coordination and collaboration between CSOs in the various national platforms to improve the possibility of realising important sustainability ambitions, both within individual ISCOs as well as across the sector and increase efficiency.

## Key outcomes and deliverables of the role

- Enhance information exchange on an ongoing and regular basis within the various ISCOs and the CSOs at the EU level
- Contribute to the alignment of individual members' advocacy work, and alignment on ISCO objectives, approaches and definitions.

## Your tasks will include

- Organization of regular exchange and strategy meetings (approx. one time a year in person and 4 times virtually);
- Coordination of common talking points, analyses, strategy building, red lines, position papers, issue briefs;
- Facilitation and secretariat of thematic working groups.
- Coordination/pooling of CSO expertise in discussions and working groups;
- Providing a regular news feed about progress, objectives, ongoing processes and discussions in all ISCOs (Email and mailing list);
- Link impact of developments in other platforms/policies (EU, CFI in producer countries) to discussions and progress in ISCO objectives.

## Your work environment

- You work in a fast-paced environment with a considerable amount of pressure and strict deadlines.
- The workflow is highly dynamic, which requires the ability to shift gears when opportunities appear.

- You will work at one of the addresses of platform partners or working from home (with frequent calls and Covid-allowing face to face meetings with the platform partners, VOICE staff, and other stakeholders).
- Your working hours will depend on the assignment, but these will usually be during normal business hours.
- You will work in close cooperation and strategic coordination with a steering group of selected CSO members from each ISCO, to ensure better alignment and communication with the often large and heterogeneous composition of CSOs in the various national ISCOs.
- The VOICE Network will provide back-office, administrative, HR and payroll support. Performance management will be provided by a steering group from the platform partners.

### Your skills and requirements

- You have a bachelor's degree in a relevant field, or other qualifications from job experience.
- You are interested in global trade justice and strongly motivated to challenge the current food system and to create a positive impact on the environment, human rights, and sustainable livelihoods and income of cocoa farmers.
- You are highly self-organized, proactive, are good at meeting deadlines, transparent towards platform members, and strong in communication and eager to ask for feedback.
- You have good written and verbal English language skills; French, German, and/or Dutch are a plus.
- You are able to work effectively in an international and multicultural environment.
- Experience in the NGO sector is commendable, as is experience in the cocoa sector.

### Labour conditions

- One year contract starting preferably in January 2022
- Position for 16-20 hours per week
- Salary based on the Oxfam Novib [salary scales](#)
- Employment contract will be based in either the Netherlands or Belgium, an EU work permit is required.

### About the process

Submit enquiries and/or your motivation letter and cv to [anneleen@voicenetwork.eu](mailto:anneleen@voicenetwork.eu) and [antonie@voicenetwork.eu](mailto:antonie@voicenetwork.eu).

Application closes December 31st.