

VOICE Network

Job Description Project Officer

2-3 days/week

The VOICE Network is a global network of NGOs and Trade Unions working on sustainability in cocoa, tackling issues such as poverty, deforestation, and child labour. Our mission is to be a watchdog and catalyst for a reformed cocoa sector, addressing blind spots and underrepresented issues in the value chain.

The position

The Project Officer is responsible for strengthening the coordination of the network, including internal processes, communications and reporting. The Project Officer supports the Managing Director and works closely with other VOICE staff.

Deliverables

Network Coordination and Communications:

- Ensuring there is good communication and information sharing within the network, organising and documenting members online and in-person members meetings, as well as external events as required.
- Ensuring that VOICE's LinkedIn and website are kept up-to-date.
- Promoting inclusiveness of members, including by arranging and/or coordinating interpretation services, translating material.

Finance and Administration:

- Working in close coordination with finance and administration
- Overseeing contracts, deliverables and invoices, and ensuring timely internal and external financial reporting.
- Supporting the Managing Director with fundraising efforts, donor relationships and reporting.
- Strengthening existing - and where necessary developing new – internal procedures.
- Contributing to ensure accountability to the Board and prepare reports for the Board.

Project implementation:

- Contribute to projects and activities as time allows.

Our culture

You would be finding a place in a small and dedicated global team. As a team, we care deeply about our work, and we don't mind working hard to see the world become a better place. At the same time, we also care deeply about our team-mates, and so we are committed to guarding a healthy work-life balance.

Requirements

- You have a bachelor's degree in international affairs, environmental studies, other related fields or other qualifications from job experience, and at least 2 years of experience.
- You are interested in global trade justice and strongly motivated to challenge the current food system and to create positive impact for the income of cocoa farmers and the corporate responsibility of companies
- You are highly self-organized, pro-active, and dependable.
- You have excellent communications skills.
- You have good written and verbal English language skills, French or Spanish is a plus.
- You are able to work effectively in an international and multicultural environment
- Ability to work in the EU.



Labour conditions

Contract until end of 2025, with the aim of extension for another year.

About the process

- Applications close April 7th.
- Job interviews will be held in early April.
- Please send your applications including CV and motivation letter to Claire Biason Lohier, claire@voicenetwork.cc