

## Vacancy – Grant Holder Manager

### The Polstops network

Police across the world have the power to stop citizens, to check their identity and, if they have reason, to conduct a search. These powers differ from one country to the next. They are more controversial and subject to greater scrutiny in some places than in others. And we know more about the outcomes and effects of the use of powers in some countries and almost nothing about the practice in others.

To better understand the practice, governance, experiences and contextualise police stops in Europe, we have established a European COST network, which brings together the different and contrasting perspectives of those who conduct stops, those who experience them and, finally, those who are involved in oversight and accountability. More info about our work and network are available on [www.polstops.eu](http://www.polstops.eu)

### The position

The Polstops network is currently recruiting a motivated **Grant Holder Manager** to support and coordinate the smooth running of the Action. This is **part-time position (50%), for an initial period of one year and renewable** until the end of the Action (2022). The position is based in Belgium at the Crime and Society Research Group of the Vrije Universiteit Brussels.

### Duties

The main duties for this position include but will be not limited to:

- **Events planning:** identifying the venue and liaising with the Local organiser to prepare the necessary onsite arrangements (catering, lunches, suggested accommodation). The incumbent will oversee the preparation and sending out the official invitations to events and the other networking tools as described by COST and related reimbursements. Due to the current situation and restrictions on travels, the GHM will also support the Core Group in organising online meetings and events.
- **Financial management:** monitoring and keep up to date the budget via the E-cost platform; liaising with participants to collect the required supporting documents; ensure all participants' claims and documents are in line with the latest COST's guidelines; preparing mid-term and final financial reports;
- **Data collection:** supporting the Working Groups in developing online questionnaires -including using Qualtrics; develop templates and/or other materials to collect information from partners;
- **Website management:** keeping the website and the information therein up to date, including posting blogs and list of partners; and
- **Cloud-based resources:** managing the contents and documents in SharePoint.

### Requirements

- Master degree;
- Proven experience in managing international projects;
- Experience in organizing events and meetings;
- Experience in website management and social media;
- Fluency in English, Dutch is an asset;
- Team player with strong (scientific) communication skills

**What we  
offer**

As an employee of the Vrije Universiteit Brussel, you will work in a dynamic, diverse and multilingual environment. Both our campuses are set within green oases on the outskirts of the centre of the capital of Flanders, Belgium and Europe. This centre, with all its opportunities, is within your reach by public transport in under half an hour.

The salary depends on your experience and based on the pay scales set forth by the Flemish government. Free use of public transport for travel to and from work are standard conditions of employment. If you would rather cycle to work, compensation is also available for that. Both campuses have extensive sporting facilities which are at your disposal and a nursery is within walking distance.

**Application**

Interested candidates are asked to send their CV and motivation letter (both in English) in electronic format to [Sofie.De.Kimpe@vub.be](mailto:Sofie.De.Kimpe@vub.be) **before September 13th 2020**. Please write in the subject line of your email: "APPLICATION GHM POLSTOPS: yourname\_yourlastname".

Only shortlisted candidates will be invited for the interview phase and they will be notified before September 20<sup>th</sup>.

The successful candidate will be expected to start on the 19<sup>th</sup> October 2020 but a later starting date is negotiable.