

## Вакансія на посаду координатора/координаторки Комунікацій в ГО «Український центр Ненасильницького спілкування і примирення «Простір Гідності»

ГО «Український центр Ненасильницького спілкування і примирення «Простір Гідності»\* (далі – «Простір Гідності» / Центр) працює в Україні понад 4 роки з метою сприяння миру шляхом розвитку компетенцій у сферах врегулювання конфліктів та примирення.

Діяльність Центру поєднує практику та навчання у сфері мирного врегулювання конфліктів і примирення антагоністичних груп українського суспільства. Довгострокові та короткострокові навчальні й просвітницькі заходи проводяться здебільшого міжнародними тренерами, які мають досвід роботи у країнах підчас та після збройних конфліктів. Центр у своїй роботі керується методикою Ненасильницького спілкування (ННС). Сьогодні Центр здійснює 3 проекти, найбільший з яких – це річна навчальна програма [Школа «Інженери Порозуміння»](#).

На цьому етапі ГО «Простір Гідності» розширює коло працівників і запрошує кандидатів на посаду **КООРДИНАТОРА (-КА) КОМУНІКАЦІЙ**.  
Дедлайн – 24 січня 2018 (середа).

Основні завдання:

1. забезпечення комунікації з учасниками проектів ГО «Простір Гідності»;
2. поширення інформації про заходи та ініціативи центру через різні комунікаційні канали;
3. створення інформаційних текстів;
4. комунікаційний та інформаційний супровід заходів Центру (тренінги, зустрічі та ін.);
5. контент-менеджмент для соціальних мереж та веб-сайту організації;
6. SMM;
7. підготовка фото-звітів тренінгів та інших заходів центру;
8. координація співпраці з виконавцями послуг, необхідних для комунікаційного супроводу організації;
9. допомога з усним та письмовим перекладом (англійська, українська/російська мови);
10. участь у розробці та написанні ґрантових заявок;

При цьому бути добрим прикладом мирного емпатійного врегулювання конфліктів, при цьому поважаючи гідність і людяність кожного.

Учасники команди «Простору Гідності» мають мати відмінні загальні організаційні навички; бути здатними ефективно працювати як у команді, так і самостійно; вільно володіти діловою і розмовною українською, англійською й російською мовами (робочі мови Центру), а також мати щире бажання зробити внесок у справу мирного врегулювання конфліктів в Україні.



Працівники центру мають фіксований робочий графік з вихідними та гнучким режимом праці у окремих випадках. Інколи робота передбачає відрядження в межах країни та закордон.

Працівники Центру можуть впливати на вибір завдань і на робоче середовище, тим самим створюючи та покращуючи умови для особистого і організаційного розвитку.

Документ із детальнішою інформацією і формою подачі заявки ("Employment package for future DS Team Member") пропонуємо вам нижче (англ. мовою).

Чекаємо ваші відповіді на скриньку [DignitySpace@gmail.com](mailto:DignitySpace@gmail.com) із темою "Communications Coordinator" до 24 січня 2018 року.

\* Більше про «Простір Гідності»: <https://www.facebook.com/prostir.hidnosti>

\* Більше про Школу «Інженерів Порозуміння»: <https://peaceengineers.com>

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## Recruitment Package for Communication coordinator in the *Dignity Space*

The "Dignity Space" (DS, Centre) has been established as an NGO with the purpose of promoting peace in Ukraine by building capacity in the spheres of conflict resolution and reconciliation.

The main activity of DS is to provide long-term and short-term education in peaceful conflict resolution and reconciliation for different of Ukrainian society in cooperation with mostly international trainers and using the methodology of Nonviolent Communication (NVC).

DS is growing and taking on more and more tasks, and is therefore looking for new team members to support these activities as a Communication coordinator.

Main tasks:

1. providing a communication with participants of DS projects;
2. spreading an information about DS activities and initiatives through different communicational channels;
3. creation of informational texts;
4. content-management for organization's social media networks and website;
5. SMM;
6. photo-reports for trainings and other DS activities;
7. coordination cooperation with services providers that are necessary to maintain communicational support for the organization;
8. organization and accompaniment for internal and external DS events (trainings, meetings etc.);
9. support with oral and written translation from English to Ukrainian/Russian and vice versa;
10. participation in developing and writing grant applications for funding.



Communication coordinator is expected to have learning or strengthening skills (see A-I below) in order to fulfil tasks related to work in DS.











All team members are required to have good general organising skills capable of working both closely in the team as well as independently, as well as being confident in working in English, and wanting to contribute to peaceful conflict resolution in Ukraine.

In DS team members will have fixed working hours with some extend of flexibility working, with rare travel-days in country and abroad. Team members are invited to influence their tasks and working environment and thus to strengthen own personal profile for future career advancement.

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- I. DS is looking for people taking on the above tasks who have strong skills in most of these core fields:
- A. **English language.** English is the 2<sup>nd</sup> working language in DS after Ukrainian (or Russian). The majority of the trainers who are working for DS do not speak Ukrainian / Russian, and therefore they need support with written and oral translation.
  - B. **Self-management.** The DS team member will at times work independently without supervision.
  - C. **IT skills.** The DS team member is required to be fully capable of working in MS Word and with a basic knowledge of MS Excel. Other IT tasks for the DS team involve working with pictures, Facebook, websites, online surveys and various applications and programmes for whatever specific purposes.
  - D. **Logistics.** DS activities are centred on people coming together, and therefore DS needs people to organise this.
  - E. **NVC.** DS works with NVC as a methodology and therefore also wishes the DS team member to have knowledge and basic integration of NVC.
  - F. **Assistance.** DS has several on-going projects and these projects need people who can assist in the administration, planning and organising of activities in the projects.
  - G. **Psychological knowledge and skills in handling strong emotions.** Sometimes the DS team member meets people in strong emotions. Handling such situations successfully is valuable in order to maintain a peaceful atmosphere and ensuring that everybody thrives.
  - H. Being willing and able to **give and receive feedback** to and from colleagues in order to improve personal skills in a respectful and caring way.
  - I. Being willing and able to **engage in peaceful conflict resolution** processes with the purpose of finding cooperative and mutually acceptable solutions to challenges and conflicts within the team.
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## II. People working in DS will experience to:


-  Work proactively to promote peace and reconciliation in Ukraine;
-  Work close together in a small team of dedicated people in DS;
-  Work together with national and international partner organisations and international trainers;
-  Be trusted, valued, and celebrated for accomplishing tasks;
-  Learn a lot about Nonviolent Communication (NVC), peaceful conflict resolution and reconciliation;
-  Get a thorough insight and experience in the full range of mechanics of running an NGO with international partners;
-  Be heard and cared for if/when facing unique challenges in private life
-  Work flexible working hours;
-  Meet interesting people and extending international and local network;
-  Develop self-identified specific skills and expertise in relation to the tasks carried out in DS, and thus strengthens their profile for their future career.


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If you are interested in becoming an part of of the DS team we would be excited to hear from you, and we kindly ask you to carefully follow these steps below:

**1<sup>st</sup> step**  Go to <https://www.facebook.com/prostir.hidnosti/?fref=ts> and see the activities that DS has  carried out so far. Take a moment to feel inside yourself if this is something you wish to be part of and contribute to.

**2<sup>nd</sup> step**  Go to <https://www.16personalities.com> and take the test. Save the email you receive with your test result and forward it with your application to [dignityspace@gmail.com](mailto:dignityspace@gmail.com) name the subject "APPLICATION".

**3<sup>rd</sup> step**  Write a maximum 1-page motivation letter telling us why you want to work for DS. Please also answer these questions: *What do you like in DS? What can you bring to the DS (knowledge etc.) that is valuable? How do you imagine your role could be within DS?*

**4<sup>th</sup> step**  Fill out the questions below in a word document that you send with your motivation letter, a short CV in English, and with the forwarded email with your test results from <https://www.16personalities.com>.

**5<sup>th</sup> step**  You will hear from us if we are interested in meeting you for a job interview on Friday, January 24. If the job interview is successful we will invite you for an internship/trial period for 2 months in order to get to know each other and see if we can work fruitfully together. We will also ask you to specify how long you intend or expect to commit to work for DS and state a minimum preferred period as well as we will ask you to specify salary expectations / preferences.



**How strong are you in these skills?** (Please note that we don't expect you to be good in everything, and we also do not expect you to want to be good in everything. We simply want to get to know you and how you see yourself)

**Timely on appointments and successful in accomplishing tasks:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**English language:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**Self-management:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**IT Skills:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**Logistics and organising:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						



**Willingness to learn what is needed to accomplish your tasks:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**Nonviolent Communication (NVC):**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**Give and receive caring and respectful feedback:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**Being willing and able to engage in peaceful conflict resolution processes:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

**Receiving and solving tasks with a positive service minded attitude:**

How good you are now:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						

How good you would like to become:	Not at all	Some basic knowledge	Some knowledge and experience	Good knowledge and experience	Extensive knowledge and experience	Expert
Mark with X:						



**How keen / excited do you feel about these tasks? (Please know that we don't expect you to be excited about everything. We all have our preferences for what we like and not):**

**A. Working with IT:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**B. Do written translation between English and Ukrainian:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**C. Do verbal translation between English and Ukrainian:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**D. Self-managing the successful accomplishment of given tasks on time:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**E. Work with and around people experiencing strong emotions and conflicts:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**F. Show a good example of peaceful empathic conflict resolution and honouring dignity and humanity of everyone:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**G. Becoming a future project manager for future projects in Dignity Space:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					

**H. Assisting in the administration, organising and planning of projects and activities:**

How excited you are:	I don't want to do this	I can do this as exception	I feel good doing this	I feel very good doing this	Super excited
Mark with X					



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**We wish to get to know you better and get a good sensation of how you work, so in the next part of this application we ask you to write 400 – 600 words in total about:**

A single project or task that you consider the most significant accomplishment in your professional life so far.

And in relation to that project or task we would like you to include answers to these questions as well:

- ⇒ What motivated you doing this and what did not motivate you – and why?
- ⇒ What were your weak sides and how did you handle it?
- ⇒ What style of management did you experience, and how did that style of management influence you?
- ⇒ What makes you proud of what you have accomplished?

Thank You!

With Care,

*Dignity Space Management*

