NETHERLANDS HELSINKI COMMITTEE

SUPPORTING CATALYSTS OF CHANGE FOR JUST SOCIETIES

The Netherlands Helsinki Committee (NHC) is looking for a highly motivated professional to temporarily cover for the position of:

Programme Manager (32-36 h/w)

About the NHC

The Netherlands Helsinki Committee is a non-governmental organisation that promotes human rights, the rule of law and justice across wider Europe. Building on more than 35 years of experience, our mission is to inspire, engage, and support catalysts of change in building just and rights-respecting societies.

We strengthen capacities, amplify voices, and build bridges between civil society, governments, and justice actors. Through advocacy, peer-to-peer exchange, and collaboration, we address challenges such as shrinking civic space, accountability for serious human rights violations, and threats to democratic governance.

Our office is located in the heart of The Hague at 'het Nutshuis' and hosts an international team working across projects focused on areas of Human Rights Defence, Integrity and Accountability, and Rights-Based Justice.

About the role

The Programme Manager (PM) Human Rights Defence/Integrity & Accountability is a member of the Management Team (MT) and is responsible for leading a Programme Team of 5-8 colleagues and interns. Within the MT, the PM is jointly responsible for the overall organisational development and strategic decision-making. On the programme level, the PM is responsible for fundraising and further development of the programme, managing the team and overseeing the implementation of current projects. The PM reports to the Executive Director.

Tasks and responsibilities

Strategy and vision:

- Tracks political and societal developments in the domains human rights defence, civic space, and rule of law, leading the team in strategic reflection and innovation to turn new realities into a clear vision, organisational implications, and opportunities.
- Leads the process of drafting a multi-year plan and budget for the programme, based on input from the team and approved organisational plans and strategies. Ensures these are translated into programme proposals, projects, and activities by the team.

- Evaluates - according to NHCs PMEL templates - implemented plans and strategies, completed programs, and projects, and makes (policy) recommendations for improvement.

Fundraising and network building:

- Ensures implementation of strategic goals and continuity through acquisition of new funding, development of project proposals and engaging with (new) potential donors;
- Collects and generates input from the MT and the team to define priorities for project development, donor engagement and managing networks.

Programme development, implementation and financial oversight:

- Responsible for the programme's finances by monitoring overall project budgets, fundraising and planning; in coordination with the Executive Director and Financial Controller.
- Oversees/supervises implementation of projects by the team, including budget depletion, project deliverables, and high quality and timely financial and narrative reporting (to donors). Supports implementation when needed.
- Ensures visibility for the overall strategic goals and direction of the programme.
- Reports on progress of the progamme to the Supervisory Board and meaningfully engages with members of the Committee, using their expertise and networks into full potential.

Integrity and team development:

- Implements the HR cycle by organising and reporting on personal development reviews, check-ins with staff members, recruitment of new team members, and tracking staff development.
- Ensures a good working environment and within established frameworks and responsibilities, gives others the confidence to provide high quality work and space to act independently, experiment, grow and make mistakes.
- Explores what motivates others, provides honest and constructive feedback, and ensures that others feel involved.
- Ensures integrity and compliance with ISO 9001 certification by actively applying the quality system in the team, including its instruments, policies and processes.

Required qualifications and skills

- Sound team management skills and experience in overseeing project finances. Experience with EU projects and re-granting is an asset;
- A skilled fundraiser who can generate sustainable funding to support and grow NHC's impact;
- Proven experience in project design and developing project proposals for private and public funders, including the European Union (EU);
- Sound budget management skills and experience in overseeing project finances. Experience with EU projects and re-granting is an asset;

- Dedication to human rights, rule of law and democratic values. Eager to work as an inspiring leader of a team;
- Understanding of the political, social and legal context in the countries relevant to the programmes, including the Netherlands;
- Master's degree in a relevant discipline;
- At least 12 years of relevant experience including three years of management of a team, management experience in a civil society organisation is an asset;
- Ability to integrate an intersectional approach in the organisation and programme, recognizing that race, gender, age, social class, disability, beliefs or sexual orientation influence the perceived position and chances to participate;
- Proven experience with lobbying and advocacy towards different stakeholders, including politicians. Well-developed antenna for political sensitivities;
- Well-developed communication skills, interpersonal sensitivity, diplomatic;
- Excellent command of Dutch and English;
- Ability to lead in a volatile situation and adapt to a fast-paced environment and switch between tasks;
- Availability and willingness to travel.

What we offer

- A gross monthly salary between €3.928 and €4.761 (based on a full-time position of 36 hours), depending on experience;
- 8% holiday allowance and a 1.5% end-of-year bonus;
- Participation in the collective pension scheme;
- A 6 month contract.

Apply

If you are interested, please send your resume and a motivation letter in pdf format. To apply click here. For inquiries, please email office@nhc.nl to the attention of Joeri Buhrer Tavanier, Executive Director. A certificate of good conduct and an external assessment are part of the recruitment procedure.
Candidates may apply until 07 December 2026, 23:59 CET.

Non-EU candidates need to have a valid work permit to be considered for this role. Only shortlisted candidates will be contacted. Due to the high volume of applications we receive, we are unable to provide individual feedback to candidates that are not shortlisted.