

## Team Leader for Faros Blue Dot Family Centre

Role	Blue Dot Family Centre Team Leader
Team	Family Centre team
Reports to	Co-Director
Location	Athens, Greece
Employee type	Full-time
Start date	25 May or as soon as possible thereafter

### 1. Main purpose of the job

- a. To coordinate staff and services in Faros Blue Dot Centre for families and children

### 2. Duties and responsibilities:

- a. Responsible for contact to the donor and other stakeholders, and to present Faros in relevant meetings
- b. Responsible for registration, data-collection and reporting to the donor
- c. Responsible for all operations and the daily services
- d. Develop and coordinate educational classes and workshops accordingly to current needs
- e. Coordinate the team together with Co-Team Leader and ensure the well-being of the staff
- f. Initiating contact and dialogue with beneficiaries
- g. Ensuring that the program is running well
- h. Report to emergencies

### 3. Qualifications

- a. Experience in working with vulnerable refugee families
- b. Experience in coordinating services and leading
- c. Background in education, social work, education, law or other relevant education

### 4. Personal qualities

- a. Self-starter/able to use own initiative
- b. Team worker
- c. Looking for the best in people and is good at empowering others
- d. High level of flexibility
- e. Looking for solutions and has the ability to keep calm in stressful situations
- f. Ability to retain and maintain confidentiality
- g. Relates warmly to people
- h. Awareness of own limitations and when to seek help/advice
- i. Proactive and enthusiastic
- j. Commitment to their own and others' continuing professional development

### 5. Working hours: Monday-Friday 09.30 -17.30

Send your CV and motivated application by email to [jobs@faros.org.gr](mailto:jobs@faros.org.gr) before 4 May 2018. Write "Team-Leader" in the subject headline. Only shortlisted candidates will be contacted.