

Call for Expressions of Interest

Project Coordinator – VOICE-UP Project -

Be part of a project that turns lived experience into change

The St Jeanne Antide Foundation (SJAF) is seeking to engage a **Project Coordinator** to lead the implementation of:

VOICE-UP – Validating Outcomes and Informing Change through Survivor Engagement and User-informed Policy

Funded under the *Together We Empower – A Future Without Violence Programme*, the project is supported by the **Commission on Gender-Based Violence & Domestic Violence and the Parliamentary Secretary for Reforms & Equality**.

VOICE-UP brings together **research, advocacy, and awareness** to strengthen trauma-informed responses to domestic violence in Malta. The project builds on survivors' lived experiences to inform more accessible, responsive, and effective systems of support.

This role offers a meaningful opportunity to work closely with SJAF's **SOAR** (survivor support) and **IVY** (youth prevention) services, contributing directly to positive social impact.

Role Overview

The Project Coordinator will oversee the **day-to-day implementation** of the project, ensuring that activities are delivered effectively, ethically, and within agreed timelines.

This is a hands-on coordination role requiring strong organisational skills, initiative, and the ability to work within a **trauma-informed and values-driven environment**.

Key Responsibilities

The selected candidate will:

- Coordinate all project phases, including research, workshops, and podcast dissemination
- Develop, monitor, and update the project workplan and timelines
- Act as liaison between SJAF, the academic researcher, trainers, and service providers
- Support the organisation of focus groups, interviews, and workshops
- Ensure proper documentation, reporting, and compliance with funding requirements
- Coordinate procurement processes in line with transparency and accountability principles
- Uphold safeguarding and ethical standards throughout project implementation
- Facilitate effective communication between SJAF services, particularly SOAR and IVY

Profile of the Ideal Candidate

We are looking for a motivated and organised individual who brings:

Essential

- Experience in project coordination or project management
- Strong organisational and communication skills

- Ability to manage multiple tasks and meet deadlines
- Experience working within community, social, or NGO settings
- **A sound knowledge of both Maltese and English languages**

Desirable

- Knowledge or experience in gender-based violence, domestic violence, or social policy
- **Awareness of the domestic violence context in Malta**
- Experience supporting research-related projects
- Familiarity with procurement processes and publicly funded initiatives
- Understanding of trauma-informed approaches

Support and Supervision

The Project Coordinator will work under the guidance of SJAF's management team.

Support and mentoring will also be provided by SJAF's Finance and Administration Officer, particularly regarding procurement processes and financial compliance, to ensure adherence to good governance standards.

Engagement Details

- **Duration:** May 2026 – October 2026
- **Estimated input:** approximately 100 hours
- **Type of engagement:** Service contract

How to Apply

Interested applicants are invited to submit:

- A CV
- A brief expression of interest outlining relevant experience and motivation

Applications should be sent to: info@antidemalta.org

Subject line: *Project Coordinator – VOICE-UP*

Deadline: 14th May 2026

Our Commitment

At SJAF, we believe in walking alongside individuals and communities with **respect, dignity, and compassion**. We are committed to a fair and transparent selection process and encourage applications from individuals who share these values.

Funding Acknowledgement

This project is funded by the **Commission on Gender-Based Violence & Domestic Violence and the Parliamentary Secretary for Reforms & Equality** through the *Together We Empower Programme*.