

JOB DESCRIPTION

Post title:	Project Manager
Hours:	Full time (38 hours/week)
Location:	Brussels (some travel required)
Salary:	Salary is commensurate with experience (starting from 2,500 € gross/month)
Benefits:	13 th month and holiday pay, lunch vouchers, contribution to public transportation
Starting date:	Around May/June 2019

THE ORGANISATION

The Coppieters Foundation is a European Political Foundation, recognized as such by the European Parliament since 2007. Coppieters Foundation is a think tank focusing on European affairs. Our aim is to observe, analyze, and raise awareness about issues of special interest for the foundation and its members, including the principle of subsidiarity, minority rights, the right to self-determination, democratic values, social justice, sustainability, and gender equality. We act as a platform for dialogue between the academia, think tanks, political foundations, civil society and the European institutions.

The Coppieters Foundation is seeking to hire a full-time Project Manager for its Brussels office for a period of 1 year (from approximately May or June 2019 to May or June 2020) with the possibility to extend the contract to permanent following a positive evaluation of performance.

THE POSITION

The Project Manager will coordinate European projects in the field of cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, state and constitutional reform, statehood processes, self-determination, migration, social justice, and peace studies. This position is an opportunity to join an organization where every person counts and to contribute to European public policy issues from a diversity perspective.

The main responsibility is the daily management of existing projects (events, studies and training programs), ensuring project deliverables are on time, within budget and at the required level of quality. The Project Manager will also be responsible for internal and external communications and information-sharing, network management, and administration and finance support work.

The Project Manager will receive guidance from, and report to, the Coordinator, and will frequently liaise with Coppieters Foundation members and researchers, project partners, the European Free alliance (EFA) and the European Free Alliance Youth (EFAy). We work directly with the Greens-EFA group at the European Parliament.

DUTIES AND RESPONSIBILITIES

Project management:

- Manage the annual call for projects, prepare project cooperation agreements and liaise and maintain regular contact with the project partners and other key stakeholders throughout the project cycle;
- Assist with the development and implementation of the yearly work programme and ensure timely preparation of progress updates and reports;
- Help with the organisation, preparation and logistics of project events (this includes - but is not limited to - booking venues, coordinating participants' travel and accommodation, preparing outreach and registration lists of participants, post-event tasks);
- Produce documents for events, including programs, background notes, leaflets, press kits and any other required documents;
- Coordinate researchers, compile studies into policy papers or research publications, conduct initial quality check, and liaise with suppliers (translators, copy-editors, proof-readers, graphic designers and printers) to ensure publication is on time and budget.

Communications and outreach:

- Regularly updating the website and social media (Twitter, Facebook, Vimeo, Academia, Instagram) with project-related news;
- Producing and disseminating the monthly electronic newsletter;
- Distribute studies to relevant contacts and subscribers;
- Design and script audio-visual content by turning key takeaway messages from publications into accessible and impactful animated videos;
- Assist in the development and implementation of a communications strategy;

- Assist in the building relationships with media, including disseminating press releases, organising press conferences, preparing press kits and setting up media interviews;
- Assist in compiling and monitoring web and social media statistics according to success indicators of the strategic plan;
- Update databases and information systems, ensuring GDPR compliance.

Network management:

- Assist with the organisation of network meetings (an annual General Assembly and quarterly Bureau meetings) and working documents;
- Booking venues, catering, technical assistance, interpretation, travel arrangements and accommodation for members;
- Taking minutes during functional meetings;
- Assist in devising strategies and engage in partnerships/projects that increase the amount of own resources (income) for the foundation.

Administration:

- Assist the Coordinator and Finance Officer with grant management (preparation, closure and audit);
- Assist in the day-to-day management of the office in Brussels and general administrative support, including project-related administration and finance.
- Assist the Coordinator and Finance Officer with payments;
- Update information on EU transparency register on a yearly basis.

PROFILE SPECIFICATIONS

The position is open to all graduates with an academic background in European affairs, international relations, political science, law, economics, or a related field.

We highly value diversity on our team and we consider it key to the success of the organization.

Required:

- Educated to at least a degree level
- Multilingual and fluent in either English or French
- At least 2 years of working experience (internships/traineeships included)
- Knowledge of the functioning of EU institutions and European policy-making

- Good understanding of human rights
- Good understanding of project management methodologies
- Ability to manage multiple projects simultaneously, prioritize tasks and respect deadlines
- Good oral and written communication skills
- Excellent attention to detail
- Fully computer literate
- Team player and independent
- Proactive, quick learner with a positive "can do" attitude
- Sympathetic to the goals of Coppieters Foundation
- Respect for diversity and equality
- Willingness to travel
- Ability to work in Belgium

Desirable:

- Master's degree in a related field
- Familiarity with topics of interest to Coppieters Foundation: cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, constitutional reform, self-determination, migration, social justice or peace studies
- Knowledge of other European languages, including minority languages
- Knowledge of EU project/grant management
- Experience working in a transnational network at the European level
- Experience in budget management
- Familiarity with web and social media management

APPLICATION PROCESS

Interested applicants should submit their **CV and motivation letter** no later than midnight (CET) on **17 March** to info@ideasforeurope.eu with the subject line "Coppieters Project Manager 2019: your name".

Your personal data will be processed solely by Coppieters Foundation and only for the purposes completing the recruitment procedure. It will be stored safely and securely. To ensure GDPR compliance please include the following sentence to the body of your email confirming your **consent**: "I agree to Coppieters Foundation processing data for the purpose of the selection procedure".



Interviews are scheduled to take place on the week of the 8th of April, 2019. Coppieters Foundation will reimburse expenses for interviews for those living outside of Brussels upon receipt of valid documentation and a completed reimbursement form. We regret that only shortlisted candidates will be contacted.

Note that Coppieters Foundation is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation. We welcome applications from women and/or individuals from minority or marginalised groups.

Salary will be commensurate with experience (starting salary from 2,500 € gross/month).