



## EU PROJECT DESIGNER & MANAGER

Would you like to become part of an international and dynamic team focused on shaping and promoting education and training for the future? Do you have experience in the management of EU funded projects? EVTA offers an exciting opportunity for a dynamic, creative professional to manage and implement EU funded project and network services for its members.

EVTA – The European Vocational Training Association is a network organisation representing VET providers across Europe. Established in 1998, EVTA evolved into an important stakeholder in the field of VET and human capital development, participating in institutional activities and providing support to its members.

The **EU Project Designer & Manager** will work under the supervision of the Executive & Development Manager with a **part-time employment contract** under the Belgian law. The selected candidate will be required to start within the **beginning of November 2021**. This position requires traveling within Europe.

## YOUR ROLE & RESPONSIBILITIES

You will demonstrate and further develop your competences in:

### ⇒ **EU Project design**

- Contribute to the draft of project applications to be submitted under different EU funding programmes (Erasmus+, AMIF, LIFE, etc.)
- Translate ideas into structured project proposals

### ⇒ **EU Project management**

- Manage the overall implementation of EU funded projects
- Develop and carry out project activities in general, for the creation of tools and methodologies in particular
- Organise and manage meetings and teaching/training/learning activities (logistic and content)
- Prepare documentation for the reporting of all the activities and deliverables for EVTA (narrative and administrative/financial)

## PROFILE OF THE IDEAL CANDIDATE

### Qualifications and job requirements:

- Academic background with a Master's degree, preferably in Political Sciences, Social Sciences or European studies
- Demonstrated experience of at least 3 years in management of EU funded projects



- Excellent communication and organisation skills
- Excellent knowledge in spoken and written English. Knowledge of French, Italian and/or other EU languages is considered as an asset
- Knowledge and understanding of the European Institutions dynamics and of Vocational Education and Training (highly desired)
- Excellent command of MS Office and other collaborative platforms (G-Suite; Basecamp), social media, communication and design tools and software (Canva, Mailchimp, WordPress)
- Travel availability (Schengen and non-Schengen)
- Ability to work independently and as part of a team on a common project
- Ability to multi-task and coordinate several projects simultaneously, manage workload and tight deadlines

#### **WHAT WE OFFER**

- part-time contract (20 hours/week)
- A competitive salary based on the level of experience
- A positive and dynamic working environment with lot of opportunities for self-development

#### **APPLICATION PROCEDURE**

Please send us your **CV** together with the **motivation letter** to this email address [application@evta.net](mailto:application@evta.net) mentioning the **title of the vacancy in the subject**. The **deadline** for receiving applications is **October 15, 2021**. Only short-listed candidates will be contacted and invited to the second round of the selection process.

#### **GDPR & non-discrimination policy**

EVTA is following the European Union General Data Protection Regulation through its Privacy Policy and applicants' personal data will be stored in a digital safe place and will be used only for this procedure.

EVTA is aiming for the secretariat to be a safe space and follows the principles of non-discrimination and equal opportunities both in the selection of candidates, in their promotion and in their daily lives in the workplace. No discrimination in both online and offline space will be tolerated.

Relations between employees as well as employees and members shall be governed by the principles of non-discrimination and equal treatment as provided for in the European Convention on Human Rights and the Charter of Fundamental Rights of the European Union and Directives 2000/78. / EC and 2000/43 / EC. Applicants must comply with the above conditions. EVTA supports as well as encourages all kinds of diversity and its employees must respect it as well.