

Projects Officer

eucen (European university continuing education network) in its Secretariat in Barcelona, is expanding its current office and is wishing to appoint a new Projects Officer to start working as soon as possible and no later than 15 October 2020. The post is for two years and has a 6 months' probation period. The post holder will work with the current Projects Officer and will report directly to the Executive Director of the association (who is eucen's Projects Coordinator). eucen is a multidisciplinary association and carries out a wide range of activities to serve its members such as conferences, seminars or EU-funded projects. The successful candidate has to be an active person wishing to learn and ready to multi-task, with proven experience in EU-funded projects, proficiency level of English and capacity for precision.

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Job Purpose

The Projects Officer ensures the efficient day-to-day operation of the search for opportunities, planning of proposals and implementation and tracking of projects and their specified deliverables.

Primary Duties and Responsibilities

The Projects Officer performs a wide range of duties including the following:

Current Projects led by eucen

- Interprets regulations and guidelines of programme funding grants, cooperative agreements and contracts
- Monitors the progress of the project and the completion of milestones, and implements any adjustments required by the Project Coordinator if necessary
- Assists the Project Coordinator to execute the deliverables of the project according to the project plan
- Develops forms and records to document project activities
- Sets up files to ensure that all project information is appropriately documented and secured
- Facilitates the flow of essential information among the team
- Organises meetings, both virtual and face-to-face, takes notes of the discussions and keeps formal record of them
- Presents the project and its outputs at different levels and in different environments
- Reviews the quality of the work completed at eucen and by the partners on a regular basis to ensure that it meets both the project and the organisation's standards
- Actively participates in the preparation of Reports for the EC at mid-term and at the end of the projects

Balmes 132-134
08008 Barcelona - Spain

T. +34 935 421 825
F. +34 935 422 975

www.eucen.eu
office@eucen.eu

Current Projects led by third parties

- Plans, monitors and fulfils the completion of multiple project tasks allocated to eucen through each project life cycle
- Represents the organisation in project meetings, always ensuring that the contribution expected by eucen is adequate
- Presents eucen or any content prepared by eucen for the projects
- Communicates with the project coordinators and delivers or makes available the work allocated to the organisation

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- Reports on trips and work done by the given deadlines, always following the rules defined in each case
- Establishes a good working relationship and collaborative arrangements with all the groups to help achieve the goals of the organisation and of the projects
- Establishes synergies between projects and its stakeholders

Risk management

- Identifies and evaluates the risks for the organisation in each project and recommends measures of control to the Project Coordinator
- Implements the measures of control agreed

New Proposals

- Searches regularly for new Calls of proposals that might be of interest for and in line with the organisation, specially under the current ERASMUS+ and Horizon2020 programmes and keeps informed the Projects Coordinator and the member of the Board developing projects
- Reads and interprets the regulations and guidelines of the Calls of proposals
- Provides assistance, guidance and counsel during development, pre-submission and submission of proposals, drafting content (including working packages, timelines, dissemination strategies, etc), carrying out desk research or analysis of data when necessary
- Communicates on behalf of the organisation with potential or agreed partners
- Collaborates with the Projects Coordinator and the Administrative and Finances Assistant in the preparation of the budget in new proposals
- Ensures that the complete final versions of the new prepared proposals are delivered in time and according to the rules given in the handbook for applicants

Other duties

- Assists the Executive Director or the Board of Directors in specific cases, especially when research and analysis of existing materials is needed

Experience required:

- Working in a multi-national, multi-cultural, multi-lingual environment
- Working in English (expected level: written and spoken Proficiency)
- Working in an educational/university environment
- Ability to work from a distance and communicate effectively by email
- Ability to present ideas and project results clearly and effectively to small and large groups of people
- Persistence
- Flexibility
- “Can do” approach

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Application procedure: Send your Europass CV and covering application letter in English, explaining why you would like this post and what could you bring to it to jobs@eucen.eu, for the attention of Carme Royo.
Deadline: **Wednesday 30 September 2020**

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