

# ***CALL FOR APPLICATIONS: PROJECT MANAGER OF THE EUROPEAN YOUTH PARLIAMENT (EYP)***

**The Schwarzkopf Foundation, based in Berlin, is looking for a new Project Manager with a focus on strong organisational skills, event organisation and grant management for the European Youth Parliament.**

The European Youth Parliament, a programme line within the Schwarzkopf Foundation, is a pan-European peer-to-peer educational youth-led network that empowers young people from across Europe to be open-minded, tolerant and active citizens. It provides young people with a holistic ecosystem for non-formal learning and personal development. As a network of independent associations, the EYP is present in 40 European countries and organises more than 500 events every year, involving a total of around 30,000 participants. Thousands of young people are actively involved as volunteers all over Europe, making the EYP a genuinely youth-driven programme – run by young people, for young people.

The Schwarzkopf Foundation Young Europe strives to empower young people from all backgrounds to be active European citizens who contribute to a pluralistic, democratic society of mutual understanding, solidarity and peaceful collaboration across Europe. With the work to empower young people, it seeks to promote a pan-European understanding and combat right-wing extremism, anti-Semitism and racism. The Schwarzkopf Foundation acts as the international umbrella organisation for the European Youth Parliament (EYP) programme. To support the EYP team we are looking for a project manager.

## **The main responsibilities of the position include:**

- Planning, conceptualising and overseeing the implementation of activities and events for the EYP network;
- Conceptualising multi-annual topical projects connected to specific funding and fundraising proposals;
- Supporting and advising the EYP National Committees and volunteers in the planning and implementation of their activities;
- Budget planning, monitoring, and financial reporting;
- Stakeholder management, including partnership management;
- Developing internal support mechanisms (guidelines, documentation) and facilitating knowledge sharing.

## **Your profile includes the following skills and competences:**

- Expertise in the fields of Europe, democratic citizenship education and diversity and inclusion
- Experience in managing various projects (incl. multiannual) and strong project management skills
- Event management skills
- Knowledge in management in European grants and fundraising(optional)
- A good/ proficient understanding of budget management
- A good/ proficient understanding of reporting

- Sensitivity to the needs of the various actors and diplomatic skills
- Social skills and intercultural competence
- High motivation and ability to work in a team as well as the ability to work under pressure and independently, result-orientation
- Experience in overseeing work of staff or volunteers (optional)
- Excellent English language skills (C1/C2)

## What we offer?

- Active involvement and creative opportunities that point the way ahead.
- An evolving organisation that continuously addresses diversity and sustainability, in a dynamic and international working environment in Berlin.
- Flexible working culture with committed colleagues who support each other.
- Opportunities for mobile-flexible working and for further training and supervision.
- Regular (in person or digital) team events.
- Meaningful work with volunteers from all over Europe.
- 38h work week
- 30 days of holiday per calendar year with a 5-day week plus additional holidays on 24<sup>th</sup> and 31<sup>st</sup> December.
- Salary according to internal tariff.

**We look forward to receiving applications from people of all nationalities, religions, genders, sexual identities, different ages and people with disabilities.**

The envisaged time of entry is on December 1 and January 2024 latest. We are seeking a full-time project manager for one year, with a possible prolongation of the contract.

## Interested? - Apply until October 22<sup>nd</sup> 2023

Please submit your application in English online, through:

<https://forms.schwarzkopf-stiftung.de/175362?lang=en>. In the online application form, please attach your cover letter, CV, any references you want to share, your desired salary as well as your soonest availability. For questions, please contact Anya Suprunenko, Executive Director of the European Youth Parliament, through [a.suprunenko@eyp.org](mailto:a.suprunenko@eyp.org).