

## **CALL FOR APPLICATIONS:**

### **PROJECT MANAGER EUROPEAN YOUTH PARLIAMENT**

**The Schwarzkopf Foundation, based in Berlin, is looking for a Project Manager (limited-term) in the European Youth Parliament programme.**

The Schwarzkopf Foundation Young Europe supports the development of young people into politically-aware and responsible citizens by focusing on the strengthening of the European idea and pan-European understanding. Our aim is to develop a dialogue between young people of 16 to 28 years of age and leading figures from the world of politics, economics and culture. We provide young people information about the decision-making process in Europe and make this process visible and tangible and thus beneficial to the education of young people. The Schwarzkopf Foundation is explicitly encouraging applicants with an international background to apply for the position.

The Schwarzkopf Foundation is the international umbrella organisation for the European Youth Parliament (EYP) programme. The European Youth Parliament (EYP) is a unique educational programme which brings together young people from all over Europe to discuss current topics in a parliamentary setting (see [www.eypp.org](http://www.eypp.org)). The EYP consists of a network of 40 European associations and organisations in which thousands of young people are active in a voluntary capacity. With its international, national and regional events it reaches out to 30 000 young people all over Europe every year.

We are seeking to hire a full time Project Manager to support us with creativity and enthusiasm at the European Youth Parliament's international office, with a limited term contract until February 2019.

The project manager will primarily be responsible for our capacity building and active citizenship programme in five countries of the Eastern partnership (Armenia, Azerbaijan, Belarus, Georgia and Ukraine and Russia), which we will conduct in partnership with the German Federal Foreign Office.

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

- Project Management
  - Planning, implementation and evaluation of events of the European Youth Parliament in the framework of the project with the German Federal Foreign Office
  - Supporting and advising the relevant National Committees of the EYP
  - Budget planning, monitoring, accounting and financial reporting for the project
  - Supporting the development of internal support mechanisms (guides, documentation) and knowledge sharing
  
- Fundraising and partnership management
  - Responsibility for maintaining a close and fruitful partnership with the main funder as well as with all stakeholders (e.g. embassies in the partner countries)
  - Budget planning, accounting and financial reporting for the project
  - Grant applications and grant reporting
  
- Public relations and media communication
  - Coordinate the project communication and ensure the visibility of the project and the

- European Youth Parliament
- Press relations and media visibility of the different parts of the project
- Capacity building and team management
  - Organisation and administration of specialised training events for capacity building in our National Committees
  - Developing internal support mechanisms (guides, documentation) and knowledge sharing
  - Support the volunteer teams who work on the respective activities and provide capacity building, training and day-to-day support for these volunteers;

### Required Skills and Knowledge

- At least one year of relevant working experience in project management and in working with volunteer organisations
- University degree (B.A. or equivalent)
- Very good project managements skills and strong ability to finalise projects independently and according to time and budget planning
- Very good communication skills for contact with external partners and the volunteers of the EYP
- Excellent English skills (spoken and written) is a must, strong German skills are considered an asset
- Experience in work with volunteers and volunteer organisations
- Strong interest in the aims of our organisation and in current European affairs
- Experience in the field of informal civic education of young people

### What we offer

You will be working in a young, international and dynamic team in the centre of Berlin. You will actively participate in the work and development of the European Youth Parliament and our activities, taking over your own responsibilities and the possibility to fully contribute to an evolving organisation with your ideas and innovations.

The envisaged time of entry is 15 July 2018. We are seeking a limited-term replacement until February 2019, with a possible prolongation until May 2019.

### Interested? Please apply until June 3<sup>rd</sup>, 2018

Please submit your application in English online, through:

<http://eyp-applications.poll daddy.com/s/eyp-project-manager-2018>

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 Monika Seidel via [m.seidel@eyp.org](mailto:m.seidel@eyp.org)