

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

The Schwarzkopf Foundation, based in Berlin, is looking for a new Project Manager of the European Youth Parliament.

The European Youth Parliament 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 supports the development of young people into politically aware and responsible citizens by focusing on the strengthening of the European idea, pan-European understanding, and dialogue between young people of different backgrounds. The Schwarzkopf Foundation acts as the international umbrella organisation for the European Youth Parliament (EYP) programme.

The project will focus on regional development, with a possible focus on Eastern Partnership Countries, including the development and implementation of capacity building and training activities. The exact scope of the project depends on the outcome of the funding application.

The main responsibilities of the position include:

Project Management

- Conceptualising and implementing one of EYP's core projects;
- Budget planning, monitoring, and financial reporting;
- Developing internal support mechanisms (guidelines, documentation) and facilitating knowledge sharing;
- Supporting and advising the EYP National Committees in the planning and implementation of activities, keeping in mind long-term development of civic spaces;
- Ensuring the visibility of the project and the European Youth Parliament.

Capacity Building OR Impact Assessment (desirable to have experience in both)

- Designing and delivering capacity-building trainings to active volunteers;
- Conceptualising and implementing the long-term impact assessment strategy of the EYP programme and overseeing its implementation on the national level;
- Supporting and guiding EYP National Committees with evaluation processes, including for digital events;

We require the following skills and competences from you:

- A university degree (social sciences is a plus) or equivalent practical experience;
- Experience with informal education, pedagogical skills, and training development and delivery in intercultural settings;
- Strong project management skills, demonstrated through a minimum of 2 years of working experience in project management, event management or comparable field;
- Commitment to the European Youth Parliament's mission and values;
- Expertise in some of the following fields: Council of Europe, global social justice, active citizenship education, social and cultural diversity;
- Sensitivity to the needs of various stakeholders and diplomatic skills;
- Ability to work within a cooperative team and independently;
- Ability to switch focus from strategy to execution;
- Excellent English language skills, strong German skills considered an asset;
- Experience in work with volunteers and volunteer organisations is an asset

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

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 and will be able to bring your ideas and skills to an evolving organisation. You will have the possibility to take on responsibilities quickly, and benefit from ample training opportunities.

The envisaged time of entry is as soon as possible, but no later than May 1st. Initially, the position will run until beginning of 2022, with likely prolongation.

Interested? - Apply until March 11th 2021

Please submit your application in English online, through: <http://sf-applications.survey.fm/call-for-applications-project-manager-eyp>. 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, via a.suprunenko@eyp.org.