

## ***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 Capacity Building and Training for 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 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. 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.

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

- Planning, conceptualising and overseeing the implementation of training and capacity building events for the EYP network;
- Designing and delivering trainings for active volunteers on a variety of topics relevant for youth work. The content and goals of the trainings should aim to strengthen the competences and skills [development of the volunteers](#);
- Developing internal support mechanisms (guidelines, documentation) and facilitating knowledge sharing;
- Supporting and advising the EYP National Committees and volunteers in the planning and implementation of capacity building and training activities;
- Budget planning, monitoring, and financial reporting;
- Stakeholder management, including partnership management.

### **In turn, we require the following skills and competences from you:**

- A university degree in social sciences, education, public policy or comparable qualification
- Pedagogical skills and knowledge about the peer-to-peer methodologies Relevant professional or volunteer experience in education, experience in non-formal education is a strong asset
- Strong training skills, train the trainer qualification would be a plus
- Expertise in the fields of Europe, democratic citizenship education and diversity and inclusion

- Project management skills
- 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
- Excellent English language skills and stylistic confidence in spoken and written English

## 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 at the heart of Berlin.
- Flexible working culture with committed colleagues who support each other.
- Opportunities for mobile-flexible working and for further training and supervision.
- Regular (digital) Team Events.
- Meaningful work with volunteers from all over Europe.
- 30 days of holiday per calendar year with a 5-day week.
- 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 in March/ April 2022. We are seeking a full-time project manager for one year, with a possible prolongation.

## Interested? - Apply until January 19<sup>th</sup> 2022

Please submit your application in English online, through: <https://sf-applications.survey.fm/call-for-applications-project-manager-eyp-1>. 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).