Position: Programme Coordinator

ERGO Network is hiring a full-time Programme Coordinator to join its team in Brussels.

ERGO Network

ERGO Network (www.ergonetwork.org) brings together 28 members from across Europe and supports organisations with a common perspective on Roma grassroots empowerment and equal citizenship, and to challenge stereotypes and combat stigmatization. We mobilize and connect organisations and individuals that share and express our values –active citizenship, shared responsibility, and passion– to strengthen and empower Roma civil society involvement in decision making at local, national and European level and to address existing shortcomings of policies targeted at Roma.

Currently we are supported by DG EMPL through a Partnership Framework Agreement and DG NEAR that allows us to work closely with our members and to advocate for better policies for Roma.

Roles and responsibilities

We are searching for a Programme Coordinator with strong project management skills to:

- Coordinate the management of projects in close cooperation with the team;
    - Overview the implementation process (finances, reporting, deliverables, timelines)
    - Steer the reporting and application process within the team
    - Monitor if the requirements are met and its quality control
    - Coach junior staff/interns to share tasks and responsibilities
    - Support and advice members on project management on procedures and EU requirements (with special focus on the DG NEAR project)

- Contribute to and take part in the implementation of projects
    - Support and advice on the networking and cooperation with members, including capacity-building, monitoring strategy, country visits and events in Brussels
    - Support and advice on the dissemination and evidence-based advocacy at European level
    - Support in the organisation of meetings and events

- Take part in the EU Advocacy and outreach
    - Monitor EU policy developments in the field of employment and social affairs and identify opportunities to contribute to our objectives
    - Participate to relevant meetings organised by the EC or other organisations
    - Actively contribute to the internal and external communication (online communication, dissemination and publications)

This task list is indicative and non-exhaustive. The team of ERGO Network is small, the workload can be high at certain times and unexpected tasks might appear. The Programme Coordinator will report to ERGO Network's Director and works in close contact with the other team members and staff from member organisations. The working language is English.

Candidate's profile

Essential

- At least 3 years of experience in project management, with excellency in grant and report writing, budget management and technical management
- Good knowledge of requirements and standards of EU-financed projects
- Proven experience working with capacity building of civil society organisations
- Ability to work independently with minimum supervision and to cope with stressful situations and deadlines

Desirable

- Experience with fundraising and proposal writing
- Experience and knowledge of the Roma topic
- Good knowledge of European Institutions and their functioning
- Knowledge of other languages, in particular Romani language
- Experience with web management and design applications

Conditions

Indeterminate contract under Belgian law.
Salary: approx. 2.800 EUR per month gross salary plus compensation for public transport, lunch vouchers and representation costs.
Working time: 37,5 hours per week.
Starting date: June 1st 2016 or as soon as possible

Application procedure

Interested and qualified candidates should submit their CV and motivation letter to info@ergonetwork.org **by May 20th 2016, 23:59 CET,** indicating in the subject of the email "Application Programme Coordinator". This email address can also be used for further information and questions.

We will review the applications on a rolling base. Successful candidates will be invited for interviews in Brussels on May 18th, 23rd and 24th May. Skype interviews will also be taken into consideration. Only short-listed candidates will be notified.