



Friends of the Earth Europe

Young Friends of the Earth Europe is seeking a Project Manager (Paternity leave cover – 4 months – 80%)

Deadline: 24 May 2021

Young Friends of the Earth Europe (YFoEE) is a grassroots network of young people and youth organisations working collectively for social and environmental justice on a local, national and European level. We organise events and inspire young people to take action on issues ranging from climate change, food and agriculture and education for sustainability – to ensure the voices of young people are heard in Europe and beyond. YFoEE is part of Friends of the Earth Europe (FoEE) and as such part of the FoE International. Please see <https://youngfoee.eu/> for more information.

Purpose of the role:

Support the Project Coordinator in the management of YFoEE Erasmus+ funded project, “Intersectional Convergence of European Youth towards Green New Deal” (ICEY-GND) related to European youth’s work on Green Deal.

ICEY-GND (Jan 2020 – Dec 2021) provides a platform for more inclusive democratic and civic youth engagement in multi-levelled decision-making for the development and implementation of policies that will shape our future, in particular the European Green Deal and similar policies, both at the European and national levels. We engage under-represented youth across the board in a more structured intersectional cooperation for collective visioning and joint plans and actions towards a socially just and environmentally sound future.

A joint platform is employed by young people to develop practical steps to democratise our commons and set up the contours of national and European-wide Green New Deal(s).

Key responsibilities:

- Daily project management of the ICEY-GND project, this includes:
 - Monitoring of activities and ensuring all work packages and partners remain on track whilst delivering on expected project results, in view of the finalisation of the project;
 - Preparing intermediary reports on activities and results to funders;
 - Communicate with and provide an adequate support to partners and volunteers involved in the project;
 - Support the Project Coordinator with the management of payments, project budget and other financial procedures, in cooperation with the Finance Team of FoEE.
- Active participation in specific tasks of the project:
 - Take an active part in the preparation and implementation of a hybrid event, European Youth Gathering. Identify opportunities and support the organisation of any relevant events;
 - Coordinate the preparation and launch of the main outcome of the project: the youth proposal for Green Deal. This includes drafting and designing the proposal and promotional short videos and documents, in multiple languages;
 - Contribute to the communications activities of the project (e.g. social media, website, etc.);

Essential requirements:

- Project management experience, preferably of EU funded projects. In particular, experience in monitoring of activities, reporting and budget management.
- Relevant communications and/or event management experience, ideally in a network-based organisation;
- Strong and proficient writing skills;
- An excellent level of English (other languages are an advantage);
- Proficient in Microsoft Office programs.

- Ability to work in a team, supporting a range of individuals, and balancing leadership and service in relation to voluntary youth groups;
- Ability to multitask, set priorities, self-motivate and manage time efficiently;
- Prepared to work occasional evenings and weekends and to travel abroad (in accordance with national sanitary rules).

- Ability to advocate for a youth perspective;
- **Commitment to YFoEE and FoE Europe visions, missions and values and a personal commitment to environmental and social justice.**

Desirable

- Previous experience with Young Friends of the Earth, Friends of the Earth or an environmental or social justice group, organisation or movement;
- Experience in workshop facilitation and knowledge of non-formal educational methods;
- Experience in designing materials (e.g. visuals, videos, etc.)
- Knowledge of EU institutions.

The position is based in Brussels (part time, 80%) in the FoEE office.

The salary range is expected between Euro 2.113 and 2.300 gross per month (for 80% position) , depending on experience. FoEE offers an attractive benefits package, including a 13th month salary, lunch vouchers (Eur 8,- per worked day), an additional 5 days of holidays per year, pension scheme, hospitalisation and comprehensive travel insurance. We also offer full coverage of train travel in case of commuting within Belgium. FoEE offers a motivating working environment in an international NGO and office located in an environmentally-friendly NGO building.

Conditions of employment are according to Belgian legislation; hence the position is open solely to persons with the right to live and work in the EU. Friends of the Earth Europe welcomes candidates regardless of their age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin. FoE Europe strives to make our office as diverse as possible.

If you feel you meet our criteria, and are inspired by the objectives and challenges of the position, please send us a motivation letter with a CV to youngfoe@foeeurope.org by midnight CET on 24 May 2021.

The interviews are planned between 31 May and 4 June 2021.

FoEE will store your application and corresponding data for a period of 6 months after the job advert closes. If you would like us to keep your CV and application letter on file, please indicate this in your email.

Only candidates selected for the interviews will be contacted – thank you for your understanding.