

Job Description

EU Projects Manager for the Fare network

Position: EU Projects Manager
Responsible to: Programmes Co-ordinator

Objectives

- To take a lead on developing, managing and evaluating transnational projects with partners across the European Union on sport and inclusion projects
- To support initiatives across Fare network's work programme through project management, communication, research, administration and general support

Specific Functions and Responsibilities

Project Management

- To produce and maintain operational plans for project delivery
- To organise and attend operational project meetings, events and workshops
- To oversee performance and budget timelines; ensure completion of tasks associated with workstreams
- Manage small project consortiums
- Monitor and evaluate the progress of projects, and identify and implement actions/ improvements
- To maintain and build good relationships with project partners, contractors and other bodies
- To oversee and support implementation of dissemination and communication activities
- To contribute to the wider activities and objectives of Fare as required

Delivery

- To have an understanding of priorities with a sport for social change focus
- To take responsibility for coordinating the delivery of projects for Fare and project partners
- To manage external experts and suppliers to deliver programmes to high standards

Communications

- Work with the Head of Communications to ensure the production of timely and high-quality material
- Prepare summaries of events and reports to use in press and website materials

The Ideal Candidate will

- Be knowledgeable in project management techniques and methods
- Have a practical understanding of social change initiatives
- Be able to demonstrate at least 2 years relevant work experience
- Have experience of delivering multi-stakeholder projects
- It may be an advantage if you have experience of delivery of European Commission funding programmes
- Have excellent interpersonal, and communication skills in English - verbal and written
- It may be an advantage if you are fluent in at least one other European language
- Have the ability to chair project meetings and organise online co-operation
- Have experience of planning and managing a workload across multiple projects
- Be able to demonstrate experience of identifying, communicating, and resolving potential project risks
- A high level of attention to detail and accuracy, and be proficient at problem solving
- Excellent proficiency in Microsoft suite including, PowerPoint, Word & Excel
- An ability to multi-task and work to tight deadlines
- The ability to work independently and communicate effectively to the rest of the team

Our offer

- A 2-year work contract (with the possibility of renewal) with a competitive salary and good terms
- A dynamic and creative international team located in London
- A highly stimulating work environment with partners from several European countries

As part of this position you will be required to work occasional evenings and weekends and travel within Europe