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Fédération Internationale des Mouvements Catholiques d'Action Paroissale
Federación Internacional de Movimientos Católicos de Acción Parroquial

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VACANCY

FREELANCE PROJECT MANAGER FOR EUROPEAN PROJECT

FIMCAP is looking for an enthusiastic and flexible project manager for a European project. FIMCAP is the international federation of catholic parochial youth movements. It represents 30 youth organizations from 27 countries. Seven European member organizations of FIMCAP decided to work in a more structured manner together to improve the quality of youth work. They have started up a strategic partnership to conduct a qualitative research on the needs of children and youth in their local organizations. In a next step they will investigate if and how they address these needs. This project is funded by Erasmus+, the EU's program to support education, training, youth and sport in Europe.

It is our first project wherein we work together on a larger scale on one common theme. We need a project manager to guide and develop this research in different countries and to analyse the results at the end.

Tasks

- You will develop into details the topics to be examined and the indicators together with the partners (the seven European organizations).
- You will develop and implement with the help of (local) volunteers a tailor made action plan to roll-out the research for every partner.
- You will visit these partners at least twice in a year to get to know them, assist them in rolling out their research and monitor their progress.
- At the end of the year, you will analyse the data and formulate the necessary conclusions.
- You will manage the budget of the project and report on regular base back to Erasmus+, the funding program of the project.

During the year, a core team of volunteers will assist you in the communication with these partners, the follow-up and together you will be responsible for the control of the budget of the total project.

Profile

- You like a challenge
- You speak and write well in English
- You can work independently and you take initiative
- You are communicative, open-minded and you can deal with cultural differences

- You have good social and communication skills
- You like working as a freelancer, planning your work over the different phases of the project
- You have been involved in a research project before
- You have experience in the analysis of statistical data
- You are interested to work with volunteers active in youth work

Experience on research is required. Experience on project management is an asset. It is an asset if you have a relevant degree in pedagogy or sociology. It is also an asset if you have experience in youth work to understand better our challenges and that you are skilled in volunteer management.

We are looking for someone that handles and is comfortable with diversity. You need to pick up the sense of the group in terms of intentions and needs, what they value and how to motivate them. You are enthusiastic and creative in your approach as you use your expertise to engage and inspire our volunteers. You are willing to start something and make adjustments along the way. You can clearly assign the responsibility for tasks and decisions. You can make things work through others without being there.

We offer

- A concrete project, running in different phases over the course of 12 months, until the end of 2017
- Compatible with other projects or jobs. It is not a fulltime job, but certain phases of the projects can be work intensive
- A dynamic job with a lot of variety and independence
- An interesting insight in our international network and local youth organisations
- We can offer a workplace at one of our partners' offices depending on your location and needs.
- We have a budget between 12.000 – 15.000 € for your role over the whole period. This can be further negotiated depending your planning and budget estimation.

Applications

Send your application letter explaining your motivation together with your CV **before the 25th of November** to joke.blockx@gmail.com and fimcapeurope@gmail.com.

Your application will be screened in the first round, this will end Friday 2nd of December. In the second round, between 3rd and 10th December, you will be contacted to have a video meeting or a meeting in person depending on your location. Those who are not selected will be informed at the end of the selection process.

For more information about the job you can contact Joke Blockx at joke.blockx@gmail.com.