Job Description: Project Officer

Fascinated by the world of impact and social enterprises? Do you have what it takes to help us generate more impact? Euclid Network (EN) is expanding and is looking for a **Project Officer** to support with its growing portfolio of projects. Apply now for a job!

Our mission – and yours?
In tomorrow's economy the success of business is not only measured by their profitability, but by the responsibility with which they treat the planet and the dignity with which they treat people. Social entrepreneurs and impact driven leaders are the world's frontrunners, dedicated to solving societal challenges while running a sustainable business. As an European network we connect organisations that are supporting social enterprises to be successful, including social enterprise intermediaries, incubators, universities and frontline NGOs.

Since our foundation in 2007 we have managed over 25 mainly EU-funded projects and worked with over 50 partners from most EU Member States, as well as partners from the Middle East and Russia. EN facilitates the connection and exchange of knowledge and best practices through our members and the wider social enterprise ecosystem. Thanks to our strategic partnership with the European Commission, EN works to put social entrepreneurs at the forefront of shaping the ecosystem and market for social enterprises. EN also designs, leads, and implements projects such as an entrepreneurs exchange across Europe, peer exchanges of representatives of social enterprise support organisations, and an internationalization project.

Our strategic programs and special events
Our projects include Erasmus for young Entrepreneurs (EYE), PeerEx, MedUP!, Erasmus+ projects, and the strategic partnership EasI. Our events create a platform for impact-driven organizations from all corners of Europe to present themselves, connect to investors, public officials and exchange experiences to scale together. We are proud of our Power to Drive Positive Change webinars, our project building events and the EN Summit. More information on www.EuclidNetwork.eu

Responsibilities
Reporting to the International Program and Social Innovation Manager, the successful candidate will be expected to:

- Support with the daily project management of EU projects (e.g. MedUP! and Erasmus+ projects), which includes:
    - Manage (pre-defined) project activities, depending on skill level and growth
    - Oversee budgets for project costs and program expenditures
    - Support with report development both narrative and final
    - Assist with the evaluation and adaption of project activities
    - Raise the external visibility of project activities
    - Communicate with other project partners
    - Support project manager with other project activites
- Build and maintain partnerships and relationships with other organizations in order to expand resources, and educate the public about the work of consortia
- Support in the development and writing of successful project proposals

Benefits

- Work for a buzzing sector; social enterprises are the future
- Be part of an expanding scale-up with a recognized track record since 2007
- Be part of an open and committed team
- Work in an international environment in every sense: international colleagues, international projects, international events
- Amazing offices at Apollo 14, The Hague, the new building for entrepreneurs who contribute to a better world through technological and social innovations
- Enjoy space for own initiative

Desired skills and experience

- Excellent command of English (both written and spoken)
- Experience with report writing and proposal development
- Strong communication skills that allow you to manage a diverse set of stakeholders
- Understanding of social entrepreneurship
- Strong teamwork, accuracy and communication
- Ability to work remotely and with limited oversight
- Ability to deliver results against pre-defined targets
- Visible ownership, initiative, and resilience
- Analytical multi-taskers who consistently meet deadlines and adapt well to change over the scope of a project or program
- Understanding organizational goals and objectives and creating programs that adhere to these guidelines
- European outlook, intercultural skills and international experience
- Master's degree in a relevant field
- Understanding of EU funding is considered an asset

Pay and conditions

Remuneration will be between 25.000 – 27.000 EUR full-time equivalent per annum depending on experience. The position will be a full time (40hrs) contract. EN offers 30 days annual leave, regular home-working, a MacBook Air, iPhone and a pension scheme.

From time to time, you will be required to work beyond usual business hours and to travel within Europe if the situation allows.

How to apply

Please apply with a letter of motivation (1 page) setting out how you meet the essential criteria above and a CV (2 pages) in single PDF document by Sunday 8 November 2020. Email us at christian@euclidnetwork.eu.

Follow-up interviews are to take place beginning of November. The appointed candidate would be expected to start as soon as possible, timings can be discussed.