

## 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 equally 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 national social enterprise networks, 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, training on internationalisation of social enterprises and training on digital skills.

### 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 Driving Positive Change webinars, our project-building events and the EN Summit. More information on [www.EuclidNetwork.eu](http://www.EuclidNetwork.eu)

### Responsibilities

Reporting to the Program and Policy Manager, the successful candidate will be expected to:

#### EU Project implementation

- Manage (pre-defined) project activities on Erasmus+ and EaSI projects such as research, training and exchanges;
- Oversee budgets for project costs and program expenditures;
- Support with report development both narrative and financial;
- Assist with the evaluation and adaption of project activities;
- Raise the external visibility of project activities;
- Communicate with other project partners.

#### Project development

- Identify funding opportunities related to social enterprise;
- Organize project-building webinars and events;
- Continuously update our [EU Funding Toolkit](#);
- Create collaboration opportunities with external organisations;
- Support in setting up project consortia and partnerships;
- Write project proposals / Reply to tenders.

## Desired skills and experience

The candidate must have experience in European project management, ideally in Erasmus+, EaSI and the COSME program. The person must have knowledge of EU funding financial rules, organisational, communication and negotiation skills.

### Essential:

- Masters degree in relevant disciplines (e.g. public administration, business management, EU affairs, law).
- At least 3 years' experience on project management;
- Sound knowledge of EU funding programmes;
- Excellent command of English (both written and spoken);
- Good understanding of social entrepreneurship;
- Strong communication skills that allow you to manage a diverse set of stakeholders;
- Ability to work remotely and with limited oversight;
- Ability to deliver results against pre-defined targets.

### Desired:

- Knowledge of and/or interest in digitalization.

## 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.

## Pay and conditions

Remuneration will be between 20.000 – 22.000 EUR part-time equivalent (32 hrs) per annum depending on experience. The position will be a 1-year part-time (32hrs) contract, with possibility of extension. EN offers 24 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, a CV (2 pages) and contact details of two references in a single PDF document by Sunday 17 January 2021. Email us at [veerle@euclidnetwork.eu](mailto:veerle@euclidnetwork.eu).

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