



Job Description: Junior EU Project Manager

The Assembly of Cooperation for Peace (ACPP) is implementing as Lead Beneficiary the project MedRiSSE “Replicable Innovations of SSE in the provision of services and creation of decent jobs in the post covid-19 crisis recovery”, which is funded under the EU cooperation programme ENI CBC MED 2014-2020.

The purpose is to develop a Mediterranean scalability pathway for social innovations that enable the coproduction of municipal services with local Social and Solidarity Economy agents (SSE) that have emerged from interactions between the government and the SSEs involved in several ENI funded projects. These social innovations represent successful and efficient practices for the achievement of the SDGs in general, and for the protection of the most vulnerable groups in the post Covid19 economies in the Euro-Mediterranean Region.

The strategy of the project revolves around widening the SSE and Coproduction Community of Practice (CoP) launched by the MedTOWN project, further involving policy makers, SSE actors, researchers, citizens, practitioners, etc. The CoP will benefit from social innovations and capacity building resources regarding the role of SSE in the promotion of decent jobs and social inclusion (MoreThanaJob), the promotion of SSE ecosystems (MedUP, IESS, progress) and the empowerment women in cooperatives through fair trade and eco-tourism (RUWOMED).

Within this context, ACPP as Lead Beneficiary, is looking to hire a person as a Junior Project Manager who will be deployed in the Project Management Team of ACPP for MedRiSSE and will support the Senior Project Coordinator in a series of tasks

Tasks and responsibilities

The Junior Project Manager will be responsible for the overall implementation of the activities of the project, as well as capitalisation, if foreseen in the project. He/she will assist the Project Coordinator with the following main responsibilities:

Project Management

Being a member of the team responsible for the coordination and management of EU projects and for activities related to

- Tracking record of documents, timelines, milestones of the project;
- Elaboration of project documents and reports;
- Administrative organisation and communication with project partners;
- Managing the planning and delivery of the expected results as established in the Grant Agreements;
- Being the direct contact from ACPP with the EC Officers for the administrative and financial part of the project and policy aspects of the activities
- Being the responsible for ACPP for all the administrative and financial matters linked to Project Partners in the EU projects being implemented;
- Organizing the meetings including preparing the Presentations, moderating meetings, taking minutes and actions follow-up;
- Support to elaboration of grant applications for new projects within social innovation to continue MedRiSSE’s mission.

Support to elaboration of policy, good practice and capacity building documents

- Researching issues, good practice and training material on social innovation co-production; and complementary currencies
- Support to elaboration of policy, good practices documents on the above mentioned fields
- Support to elaboration of capacity building programmes;
- Support to the elaboration of abstracts and presentations for conferences.



Communication and organisation of events

- Organisation and follow up of meetings/workshops including: invitations, management of registrations, coordination of logistics, onsite support, minutes and follow up of reimbursement procedures to participants;
- Review-contribute to the communication plan and strategy in close cooperation with the project partners and to take care of its implementation at all levels (e.g.: local, regional, national, transnational)
- Participation in the development and management of the online communication tools by supporting the elaboration of short texts for website/newsletter/social media on social policy issues;
- Moderation and facilitation of discussion groups on cop.acpp.com on social innovation policy issues;
- Ensuring update of contacts on MedRiSSEs' contact database;
- Assisting partners and Focal Points of the project by providing advice and guidance and reviewing and editing communications materials
- Participating in project meetings, trainings and events

Qualifications / Selection criteria

Basic requirements

- Education relative to the objective and the activities of the project
- Past experience in the field of European or international cooperation projects
- Excellent written and verbal communications skills.
- Ability to work and engage with individuals from different backgrounds; team player;
- Hard-working, reliable, able to deliver within deadlines, able to work under pressure, flexible and able to multi-task, in line with the versatile nature of the position
- Good computer literacy (Microsoft Office and database software)
- Familiarity with gender frameworks
- Fluency in English;

Other important skills to be considered as assets

- Experience in communicating about social policies or social solidary economy.
- Experience in using integrated management systems.
- Fast learner, good problem solver, autonomous and goal-oriented;
- Past experience of working within a team in a European / international environment;
- Open-mindedness and resourcefulness; independence, but good team working abilities
- Fluency in at least one of the other ENI CBC MED languages

Terms and conditions of employment – Location

Type of contract: work and / or service

Day: 37.50 hours per week.

Duration: at least 12 months

Workplace: ACPP office in San Juan de Aznalfarache, Seville.

Salary: According to internal scale of the organization.

Incorporation date: January 2022



Applications – Application procedure – General Information for applicants

Interested persons shall send their CV by e-mail to medrisse@acpp.com

Closing date for applications: December 13, 2021

A gender balance will be taken into account in the selection of the relative personnel for the project team of MedRiSSE.

Likewise, there will be the possibility of competing for this offer by sending blind CVs, which will be considered on equal terms with the rest and whose suitability will be assessed according to the requirements for the position.