

## **Job Description**

### **PROJECT OFFICER**

#### **Scope:**

As a **Project Officer**, you will be joining our international team at **ALL DIGITAL AISBL**, in Brussels.

ALL DIGITAL is a European association working to enhance digital skills across Europe. We support our members in equipping all people with digital skills, with confidence, and with a mindset that allows them to understand how digital transformation can contribute to a greener, more sustainable, inclusive, and cohesive growth of the society. As well we work to let people understand how digital competences can enhance their personal and professional development.

You will be responsible for managing, coordinating and implementing EU-funded projects and related activities, leading communication, dissemination and exploitation tasks, contributing to policy advocacy and fundraising efforts, and developing services for ALL DIGITAL members.

You will report to the Chief Executive Officer of ALL DIGITAL.

#### **Key Responsibilities and main tasks:**

- Manage and coordinate in EU-funded projects including where ALL DIGITAL is the coordinator or partner, responsible for the preparation of deliverables, strategies and research; lead and implement dissemination and exploitation tasks and work packages; coordinate project partners; monitor and report; liaise with funding Agencies; organise and participate in partner meetings and project events.
- Lead communication, dissemination and exploitation activities within projects.
- Support policy efforts within projects (e.g., drafting policy recommendations) and policy advocacy goals of the organisation.
- Deliver informative services to the members of ALL DIGITAL.
- Support the organisation of meetings, events, General Assembly, ALL DIGITAL Summit, ALL DIGITAL Weeks campaign etc.
- Contribute to fundraising efforts by writing and submitting project proposals and tenders, when required.

#### **Required knowledge, competences and experience:**

- A master's degree in Project Management, Political Sciences, European Studies, Business Administration or comparable.
- Proven and significant professional experience of at least 3 years (minimum 2 years related to digital topics) in management of EU-funded transnational projects and proposal writing.
- Thorough knowledge of EU funding programmes in the field of Education and Training (e.g., Erasmus+, Horizon etc.).

- Excellent communication skills, both verbally and in writing, and extensive experience in using and communicating through the social media and other communication channels.
- Excellent writing skills and proven experience in developing reports and policy recommendations, based on project results.
- Good knowledge of the EU affairs, policies and processes.
- Excellent command of English (C1 spoken and written) is mandatory.
- Computer skills including the use of Microsoft Office tools, Wordpress CMS, image editing, and the ability to solve small IT problems.
- Able to work well in an international environment in a multicultural team.
- Well-organised with an eye for detail.
- Ability to take the initiative, prioritise tasks and work under set deadlines.
- Flexibility to travel for work.
- Hands-on and result-oriented, with a can-do mentality.
- Strong & well-developed interpersonal skills.
- A good team player able to work independently.

### **Desirable competencies and experiences:**

- Experience in the field of digital skills development, digital education, digital inclusion, and the use of digital technologies in education (including emerging technologies).
- Experience in research-oriented projects.
- Experience in capturing training needs and designing and delivering capacity building activities.
- Capacity to implement quality assurance and evaluation activities.
- Capacity to run social media campaigns and design dissemination materials e.g., info graphics, project leaflets, promotional banners etc.
- Experience of working with or within a membership-based organisation.
- Experience in designing and implementing surveys that can lead to services for member organisations.
- Experience in managing and facilitating online communities of practices.
- Experience in stakeholder management and relationship-building.

### **General Conditions:**

- **Starting date:** October 2022 or as soon as possible.
- **Employment conditions:** Full-time work contract under the Belgian law. The employee will be based at the ALL DIGITAL Office in Brussels. ALL DIGITAL is characterised by a multicultural work environment and English is the official language.
- **Salary scale:** Competitive annual gross salary plus other benefits (e.g., transportation allowance, lunch vouchers, distance work allowance, pension saving, group hospitalisation insurance). Salary is agreed according to the job profile and years of professional experience, in line with to the organisation's remuneration policy.

### **How to apply:**

- If you are interested in this position, please send your **CV and motivation letter in English** to [jobs@all-digital.org](mailto:jobs@all-digital.org), with the subject line “**Project Officer – First name Last name**”.
- In the body of the email, please copy in: “I hereby consent that my personal data is processed by ALL DIGITAL AISBL for recruitment purposes” so that we have your written consent to follow up on your application.
- In your email please mention the source where you came to know this job announcement.
- Only shortlisted candidates will be contacted.
- Candidates must have the right to live and work in Belgium.
- Application deadline: **ongoing**
- **Selected candidates will be invited for interview on a rolling basis (so please apply early)!**