

Job Description

EVENTS AND PROJECT OFFICER

Scope:

As an **Events and 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. We also work to let people understand how digital competences can enhance their personal and professional development.

You will be responsible for **organising the logistics of ALL DIGITAL events**, especially the [ALL DIGITAL Summit](#), [ALL DIGITAL Weeks](#) events, the General Assembly, as well as other policy and dissemination events. You will be also responsible for managing and implementing **EU-funded projects** and related activities mainly focused on communication, dissemination, events organisation and other coordination tasks.

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

Key Responsibilities and main tasks:

- Manage and coordinate events organised by ALL DIGITAL, especially the annual ALL DIGITAL Summit, the ALL DIGITAL Weeks campaign launch event and related international events, the General Assembly, as well as other project, policy and dissemination events. These events may take place in person, online, or in hybrid settings, in Brussels or elsewhere in Europe.
- Deliver informative services to the members of ALL DIGITAL.
- Lead communication, dissemination and exploitation activities within projects.
- Manage EU-funded projects including where ALL DIGITAL is partner or the coordinator, responsible for the preparation of deliverables; lead and implement work packages and specific tasks; coordinate and collaborate with project partners; monitor and report; liaise with funding Agencies; organise and participate in partner meetings and project events.

- Contribute to fundraising efforts by participating in writing project proposals and tenders, when required.

Required knowledge, competences and experience:

- Academic degree in a relevant field (e.g. Communications, Marketing, Digital media, Journalism, Project Management, or comparable).
- Proven and significant professional experience of at least 3 years in organising events, including large-scale international events.
- Experience in the management of EU-funded transnational projects.
- 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 based on project results.
- Experience in managing websites, social media accounts and community engagement platforms, ability to analyse and prepare reports on website and social media engagements.
- 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.
- Experience in working with or within a membership-based organisation.
- Experience in managing and facilitating online communities.
- Experience in stakeholder management and relationship-building.

General Conditions:

- **Starting date:** March 2024

- **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, motivation letter and references to events you have organised, in English**, to jobs@all-digital.org, with the subject line **“Events and 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: **16 February 2024**
- **Selected candidates will be invited for interview on a rolling basis (so please apply early)!**