



Post: Programme co-ordinator (geo-economics programme)
Location: Berlin
Deadline for Application: 5 November
Start Date: as soon as possible

ECFR (The European Council on Foreign Relations) is a pan-European think tank which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. www.ecfr.eu
ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome, Sofia and Warsaw.

ECFR is developing a pilot programme on “geo-economics” that will focus on how Europe can use its economic power and tools to advance the world order in which Europeans want to live. It will explore how Europe can more effectively use its various economic resources to achieve its foreign policy goals. In particular, it will explore the relevance of these resources in three regions covered by ECFR’s three existing foreign policy programmes: Asia, the Wider Europe, and the Middle East and North Africa. The new programme will also examine questions related to the role, set-up and governance of multilateral institutions, including the question of European coordination within these institutions.

Job Purpose

The co-ordinator will support the development of ECFR’s geo-economics programme by helping to fundraise, develop research and publications and organise events. The co-ordinator’s role is to make the programme run smoothly and in particular to implement advocacy, communications and fundraising strategies and to help with the general administration of the programme.

Place in the organisation

The co-ordinator will report to, and work closely with, the head of programme. S/he will also work with the director of programmes; the advocacy and editorial teams; ECFR’s national offices – especially the Berlin office; the fundraising team; and the finance team; and relevant staff in ECFR’s other programmes.

Responsibilities

- Under the guidance of the head of programme, coordinate and contribute to the formulation of the programme’s strategy and work plan, ensuring its effective implementation.
- Support and ensure effective communication and coordination of geo-economics programme activities based in ECFR offices.
- Contribute to the formulation of advocacy, outreach and communications strategies and ensure they are mainstreamed within the projects from the outset; ensure effective inclusion of national offices with a special focus on Berlin throughout the projects.

- Help coordinate fundraising for the programme and share in the production of relevant materials and approaches to the prospective donors.
- Coordinate, organise and/or support as necessary relevant events such as consultations, workshops and seminars, as well as media work, mailings, travel, etc.
- In cooperation with the policy fellows, plan and coordinate research. Contribute to the research as assigned by the head of programme, policy fellow(s) or the director.
- Contribute to policy development and follow relevant debates and discussions within and outside ECFR.
- In cooperation with the head of programme and the Berlin office, identify and liaise with relevant external contacts and Council members; strengthen and expand the programme's policy and advocacy network; ensure the development of the contact database; represent ECFR externally as required.
- Look after the relevant parts of the website, make proposals for innovation and write texts and articles as required.

Other general responsibilities as may be reasonably requested over time.

Experience and skills

- Proven understanding or research experience in the programme's focus area and EU foreign policy.
- Project management experience, preferably in a fast-paced international environment requiring extensive coordination with others.
- Excellent organisational skills and proven ability to maintain and develop a network of contacts in the specific area of expertise.
- Masters degree in international affairs, EU affairs, economics or equivalent qualifications.
- Excellent written and oral communication skills.
- High standard of English and German proficiency. Knowledge of other European languages is an asset.
- Highly IT proficient.

Person specification

- Flexibility: ability to multi-task, work towards deadlines and manage stress situations.
- Able to work individually as well as part of a multi-disciplinary and multi-national team and to develop effective relationships.
- Organisational aptitude and a good eye for detail.
- Proven interest in issues of concern to ECFR.

TO APPLY:

Please send a one page covering letter (with ref: **Geo-Economics Programme co-ordinator** in the subject line) and your CV to: recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in Germany.

PLEASE NOTE:

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted.

ECFR is an equal opportunities employer.

STRICTLY NO AGENCIES