

**Position:** Programme Coordinator

**Reporting to:** Director for Program

**Location:** London

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The **European Council on Foreign Relations** (ECFR) is a pan-European initiative 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](http://www.ecfr.eu)  
ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome, Warsaw and Sofia.

### **Job Purpose**

The PC provides crosscutting coordination to the activities of one of ECFR's main programs. Focussing on one specific program, s/he supports the development of ECFR's policy-driven activities, and through involvement in the content side will be able to help shape the advocacy and communications functions and engage policy fellows, national offices and relevant external contacts. Within the agreed strategy for the particular program, the PC ensures practical integration between the elements of planning and implementing research, advocacy, communications, fundraising, budget control and general administration within the program, and maintains efficient liaison with all relevant parts of ECFR. Although the primary allocation is to one program, the PC may be asked to assist with regard to other programs, projects and initiatives.

### **Place in the organisation**

The PC has a central and multi-faceted role in the organisation. Overall s/he reports to the Director for Program. On the policy/content side s/he works closely with the policy fellows who are primarily responsible for the strategy and policy aspects related to the program, with the editor who oversees and guides ECFR's research and publications efforts, and with the director who will provide overall political guidance. On the action side s/he works closely with advocacy and communications staff and the national offices. On the administration side s/he relates directly to the director for finance and operations and her team on financial and administration issues; the same applies for the development team.

### **Responsibilities**

- Under the guidance of the Director for Program, coordinate and contribute to the formulation of the program's strategy and workplan, and help ensure its effective implementation.
- In cooperation with the policy fellows, plan and coordinate research, and contribute to the research as agreed by the program manager, the policy fellow(s) or the director.
- Contribute to policy development and follow relevant discussions within and debates outside ECFR.
- In cooperation with policy fellows, identify and liaise with relevant external contacts and Council members, strengthen and expand the programme's policy and advocacy network and ensure the development of the contact database.
- Represent ECFR externally as required.
- Coordinate the formulation of advocacy, outreach and communications strategies as an integral part of relevant projects, and ensure effective inclusion of national offices throughout the projects.
- Look after the relevant parts of the website, make proposals for innovation and prepare texts and articles as required.
- Coordinate, organize, and/or support as necessary relevant events such as consultations, workshops or seminars, as well as media work, mailings, travel, etc.

- Help coordinate fundraising for the program, and share in the production of relevant materials and approaches to prospective donors.

Other general responsibilities as may be reasonably requested over time in the context of overall ECFR priorities.

### **Experience and skills**

- Programme or project management experience, preferably in a fast-paced international environment requiring extensive coordination with others.
- Ability to initiate, develop and sustain new projects and partnerships in a multi-stakeholder environment.
- Proven knowledge or research experience in the programme's focus area and EU foreign affairs
- Ability to maintain and develop a network of contacts in the specific region of expertise
- Masters degree in international affairs, EU affairs, public policy, political sciences or equivalent
- Excellent written and oral communication skills.
- High standard of English proficiency, preferably one other European language.
- Excellent organisational skills.
- Highly IT (inc. website) 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.
- Interest in issues of concern to ECFR.

### How to apply

Please send your application – CV and Cover letter only – in English to ([recruitment@ecfr.eu](mailto:recruitment@ecfr.eu)) clearly stating Program Co-ordinator as subject. Only shortlisted candidates will be contacted. Applications close on 1<sup>st</sup> November 2011 at 18.00. Interviews will be held on 14<sup>th</sup> and 15<sup>th</sup> of November