



Post: Programme Coordinator (full-time) for European Power
Location: London
Start Date: as soon as possible

ECFR (The European Council on Foreign Relations) 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. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. <http://www.ecfr.eu>

Job Purpose

The PC will co-ordinate, manage and drive the activities of ECFR's newest programme. Working closely with the co-directors, they will play the key role in ensuring that the programme's activities and outputs are delivered to plan. Through involvement in the content side they 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 programme, 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 including the national offices.

Place in the organisation

The PC has a central and multi-faceted role in the organisation. Overall they report to the heads of programme. On the policy/content side they work closely with the policy fellows who are primarily responsible for the strategy and policy aspects related to the program; with the Rethink team who are responsible for delivery of the areas of the programme's work funded by the German foundation Mercator; with director of programmes on the delivery of the work plan, 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 they work closely with the advocacy team and with the communications staff and the national offices. On fundraising issues they work with the development team, the Rethink co-ordinator, the CEO and the head of programme; on the administration side s/he relates directly to the director for finance and operations and her team on financial and administration issues.

Responsibilities

- Under the guidance of the heads of programme, coordinate and contribute to the formulation of the program's strategy and work plan, and ensure its effective implementation.
- In cooperation with policy fellows, plan and coordinate research. Contribute to the research as assigned by the head of programme, the policy fellow(s) or the director.
- Contribute to policy development and follow relevant debates and discussions within and outside ECFR.
- Support and ensure effective communication and coordination of activities of European Power programme policy fellows based in different EU capitals
- 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 throughout the projects.

- Help coordinate fundraising for the program, working closely with the Rethink co-ordinator, and share in the production of relevant materials and approaches to prospective donors.
- Coordinate, organize, and/or support as necessary relevant events such as consultations, workshops or seminars, as well as media work, mailings, travel, etc.
- 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.
- 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.

Person specification

- Programme or project management experience, preferably in a fast-paced international environment requiring extensive coordination with others
- Proven ability to initiate, develop and sustain new projects and partnerships in a multi-stakeholder environment
- Demonstrable knowledge or research experience in the programme's focus area and EU foreign affairs
- Proven ability to maintain and develop a network of contacts in the policymaking community
- Masters degree in international affairs, EU affairs, public policy, political sciences or equivalent
- Exceptional communication skills, a high standard of written and verbal English is essential, working knowledge of at least one other European language is an advantage
- Highly IT proficient
- Ability to multi-task, work towards deadlines and manage challenging situations. You will need to possess energy and enthusiasm to succeed.
- Able to work individually as well as part of a multi-disciplinary and multi-national team and to develop effective relationships.
- Excellent organisational skills and a good eye for detail.
- Proven interest in issues of concern to ECFR.

TO APPLY:

You can view a full Job description by visiting our [website](#). Please send a one page covering letter (with ref: **PCOEP15** 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 the EU.

Closing date for applications is: 8th May 2015 18:00 UK Time

Applications and Interview:

Interviews are provisionally scheduled for **12 May 2015**.

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. If you have not heard from us within 7 days of the closing date, you have not been successful.

STRICTLY NO AGENCIES PLEASE