



The voice of blind and partially sighted people in Europe

Job Description

Job title: Project Officer.

Employer: European Blind Union (EBU).

Sector: non for profit.

Type of contract: full-time (35h per week, French law).

Duration: permanent.

Reports to: Executive Director.

Job overview/main mission:

The main objective of this post is to organize the smooth and successful implementation of EBU's ongoing project activities, as well as to identify and develop new ones.

Responsibilities and duties:

- Ensures the daily operational, administrative and financial management of the projects and activities falling into her/his direct coordination scope.
- Reports about progress in implementation (to funders, leadership, EBU members and staff).
- Outreach to members in a view to identify actors and leaders in our various project activities.
- Scans the horizon for upcoming project opportunities within and outside EC funding.
- Liaise with members about their involvement in future projects.
- Conceptualise, draft and apply for projects, including the EBU operational grant with the EC, as agreed with the EBU leadership and in line with EBU's Orientation Plan.
- Work on the budget details for every project to include accurate staff details such as time spent on a given project. This includes control and monitoring of time sheets.

Provides support to EBU members in identifying relevant project funding opportunities at the EU level.

- When approached by external actors, assesses requests to EBU to join projects.
- Identify additional resource mobilising opportunities outside public project funding.

Qualifications and skills required:

- 5/6 years of professional experience in implementing projects at European level (EC funding). Other international project experience outside the EC will be an advantage.
- Fluency in written and oral English (all other languages are an asset).
- A track record in high quality reporting, including financial.
- Clear and convincing communication style adapting to a wide range of audiences (funders, partners, members, leadership, staff, etc.).
- Well organized and excellent time management.
- Attention to detail including as regards financial information.
- Enjoys working with others as well as being self-motivated.
- Knowledge of the rights of persons with disabilities and the disability movement are a strong advantage.
- Experience in attracting private funding is considered an asset.
- Good knowledge of EU institutions and their functioning considered a strong advantage.

Last updated: October 2022.

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