



# IFM•SEI

international falcon movement  
socialist educational international

Rue Joseph II 120, 1000 Brussels, Belgium

[www.ifm-sei.org](http://www.ifm-sei.org)

## IFM-SEI Project Manager Role Description

**Role purpose:** To develop, deliver and manage a number of European and international projects with the aim of achieving IFM-SEI's strategy and work plan. Project activities might include educational seminars, production of toolkits and educational resources, training courses, social media campaigns, international camps, and exchanges. The Project Officer will be employed by IFM-SEI on a fixed-term contract according to Belgian law.

### Main duties and responsibilities of the Project Manager

**Salary**                2976,73€

**Working hours**    38 Hours per week

**Location**            Rue Joseph II 120, 1000 Brussels, Belgium

**Contract type**    Permanent

## 1. Project management & proposal development

- Manage the day-to-day planning, implementation, and evaluation of all projects ensuring agreed objectives and outcomes are met
- Coordinate logistical arrangements of projects and administrative tasks in cooperation with Project Coordinators and volunteers.
- Support volunteers in member and partner organisations, helping them to effectively engage in project activities.
- Implement programmes and projects from start to completion involving setting milestones, risk analysis and delivery.
- Manage all aspects of the ESC volunteering scheme e.g. volunteer recruitment, liaison with sending organisations, induction, work schedules, individual support, mid-term review and placement reporting.
- Provide regular updates to the Secretary General and Presidium of the work you are undertaking in IFM-SEI.

## 2. Staff & volunteer management

- When required, recruit and induct new Project staff and volunteers
- Develop and agree operational and work schedules for all Project Co-ordinators and volunteers.



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- Provide regular supervision and line management to Project Co-ordinators and volunteers

### **3. Finance, fundraising & funder reporting**

- Prepare and oversee project budgets, performing essential financial administration tasks.
- Responsible for the financial management of all projects, ensuring activities are delivered within agreed budgets.
  
- Develop and draft grant applications for new projects linked to IFM-SEI's values, work plan and strategy in consultation with its membership
- Submit mid-term and final reports to funders, including Erasmus+, Council of Europe and European Commission funding.

### **4. Other duties**

- Effectively communicate IFM-SEI's strategic objectives and organisational impact to members, partners, funders and others with the support of the Secretary General.
- Work with the Presidium and member organisations to empower children and young people, proactively promoting the Un Convention of the Rights of the Child.
- Contribute to the day-to-day tasks of IFM-SEI including the operational support for statutory meetings, task forces, and working groups.
- Maintain regular communication with member organisations and volunteers.
- Support the production of quality educational resources and materials.
- Contribute to the daily running of the secretariat, such as answering emails and telephone calls.
- Contribute to the IFM-SEI website and develop content for IFM-SEI social media channels and newsletter.
- Any other duties required to achieve the job purpose and organisational objectives.

The project Officer works very closely with the Secretary General to implement the political direction of the IFM-SEI presidium.



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## Project Coordinator Person Specification

### Essential

- Fluency in spoken and written English
- Demonstrate the ability to work on your own initiative and independently
- Demonstrated commitment to the aims and principles of IFM-SEI
- Understanding of non-formal education principles and methodologies
- Knowledge and experience of children's rights and children's rights advocacy platforms.
- Experience of managing international projects.
- Coordinating staff and/or volunteer teams and working groups.
- Demonstrate strong IT and communication skills
- Experience of running educational activities (training and facilitation).
- Experience of applying for European funding bids, including Erasmus+ and/or European Youth Foundation grant applications.
- Experience of project budget management.
- Experience of report writing for institutions and statutory bodies.
- Experience of creating communications and social media content.
- Ability to work as part of an international team
- Enthusiasm, energy and flexibility

### Desirable

- Knowledge of Spanish and French is an asset
- Experience of managing European Youth Foundation projects, Erasmus+ and CERV projects.
- Knowledge of other global funders outside of the EU is an asset.
- Knowledge of using Content Management Systems and WordPress.
- Knowledge and experience of United Nations structures, including the Major Group on Children and Youth and the International Coordination Meeting of Youth Organisations.
- Working knowledge of IFM-SEI.