

DIESIS is looking for a new collaborator to reinforce the team

Founded in 1997, [Diesis Network](#) is now one of the widest networks specialised in supporting the development of the social economy, social entrepreneurship, and social innovation in Europe and in the world.

Functioning as a unique ecosystem, we create and multiply the impact through a close collaboration with our 58 member organisations in 27 countries, who represent over 90 000 organisations and 1.2 million jobs through major national federations and support networks.

With a variety of profiles, backgrounds and origins, our team is actively engaged in implementing knowledge-based activities such as training, project design, consultancy and advisory services, technical assistance and research.

Your role

We are recruiting an EU Projects Manager to manage the organisation's work in EU and third parties funded projects. The EU Projects Manager will be working with the various project files of the organisation, contributing to the implementation of the DIESIS Annual Action Plan, through EU funded projects and establishing good working relations with partners and stakeholders.

S/he will ensure that projects and other initiatives deliver the maximum possible impact for the organisation. S/he will be equally responsible for the implementation, communication and administration of these projects.

Tasks

The Project Manager will be responsible for designing, managing and implementing project activities with international partners and network members. Main tasks and responsibilities include:

- Finding new initiatives and opportunities for project development;
- Writing tender proposals and project applications;
- Liaising with experts, EU Stakeholders, trainers, participants and partners;
- Project scheduling, managing, tracking and debriefing;
- Implementing and coordinating project activities;
- Attending meetings and events including travel;
- Plan, organise, manage and prepare meetings and events;
- Ensure the project visibility with the supervision of the Communication manager;
- Content management related to the projects;
- Operational and financial monitoring of projects (control and follow-up complex budgets)



Requirements

- University degree;
- Minimum 3 years of relevant professional experience in project management;
- Experience in EU funding programmes and tendering procedures (in particular: EuropeAid/HORIZON/COSME/AMIF/ERASMUS+/CreativeEurope);
- Good analytical and organisational skills and ability to meet tight deadlines;
- Excellent English writing skills (candidates not complying with the requested level will not be considered); excellent French writing skills and Italian/Spanish are considered as an asset;
- Open personality with strong interpersonal, communication, negotiation and networking skills and a flexible and dynamic attitude.
- Sensitive to the needs of the different stakeholders and enjoy working in a multicultural team and communicating with a varied multinational audience.

What we offer

This is a full-time position (38 hours per week), with one year contract or FPIE, under the Belgian legislation with a possibility to renew upon evaluation; remuneration according to Belgian legislation (CP200) and depending on the candidates' profile and experience. We also offer a full range of extra-legal benefits (meal vouchers, eco-cheques, public transport allowance).

We offer a captivating and varied function with an organisation driven by its mission and where initiative, creativity, and energy are strongly encouraged. The successful candidate will collaborate with a young, motivated, professional, and friendly Secretariat and a very involved, expert, and collaborative Board and Scientific Committee.

How to apply

If you are ready to work in a fast-moving, international environment, please send your detailed CV and cover letter (in English) in electronic format at: diesis@diesis.coop by the **19.02.2023**.

We will assess the applications as we receive them and not wait till the deadline is passed. Should you be interested please do not wait till the last day, as we may have already filled the position.

Starting: Immediate

