

## Programme Manager

### Terms of Reference

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#### About EPD

The European Partnership for Democracy (EPD) is a not-for-profit organisation with a global remit to support democracy, bringing together 19 organisations specialising in the different parts of a democratic system. We work inside and outside Europe because we recognise that democracy is a universal aspiration and that the contemporary challenges and opportunities for democracy are global in scope. Our mission is to make a contribution to, and reinforce the impact of European support for democracy across the world.

We are looking for an experienced young professional to work as a Programme Manager to implement the EPD Youth Strategy. This is a full-time position based in Brussels. The duration of the contract is for an initial period of 2 years from September 2022.

The EPD Youth Strategy recognises that in order to rejuvenate pluralistic democracy, it is essential that young people are given the opportunity to meaningfully participate in all aspects of democratic politics. Under the current status quo, the views of young people are often neglected and unrepresented in formal, institutional political processes.

The EPD community is working on youth focused programmes globally that aim to create an enabling environment for youth participation in democratic policies and processes and empower young people in all their diversity to engage in political life more effectively. Our strategy focuses on three key areas:

- advancing civic education and active citizenship;
- enabling inclusion in representative democracy; and
- supporting youth oversight and civic action.

The strategy outlines activities and actions that are either already taken or planned by EPD members in their work across the globe. It further outlines synergies between EPD members and concrete joint initiatives that are to be taken (including projects exceeding 10m EUR).

#### Duties and responsibilities

The Programme Manager will assume overall responsibility for day-to-day coordination of the EPD Youth Strategy working closely with the rest of the EPD programmes team and other colleagues.

Key responsibilities include:

#### Programme Management

- Ensure coordination and a regular flow of information among all partners involved in the implementation of the EPD Youth Strategy;
- Keep an up-to-date overview of activities and events organised by EPD and partners;
- Maintain an overview of the budget and degree of financial implementation of the strategy;
- Prepare periodic reports on the implementation of the strategy to be submitted to the EPD executive director, relevant EPD members and key donors;
- Contribute to the monitoring, evaluation and learning of EPD activities focused on the participation of youth in public affairs;
- Help to steer youth-focused research conducted by EPD, partners and young academics through advice and technical expertise;
- Ensure the effective communication (online, including on social media, and offline) on activities conducted in the context of the EPD Youth Strategy;
- Build on advice, institutional memory and lessons learnt from partners in terms of project management methodology.

### Networking and advocacy

- Work with the EPD Executive Director in representing EPD under the Youth cohort of the Summit for Democracy which EPD is co-leading with the European Commission;
- Manage communication and exchange under the Youth cohort;
- Maintain and build links between EPD and other youth-focused organisations from around the world;
- Lead advocacy on the inclusion of youth in democracy support programmes by civil society and donors;
- Engage with the European Commission and other multi-lateral institutions on their respective youth strategies or plans.

### Human resources

- Coordinate the work of any new team members recruited in the context of the EPD Youth Strategy;
- Manage personnel issues (time sheets, absences, mission authorisations) of these new colleagues.

### **Qualifications**

- Bachelor degree (licence), in political science, or communication, or social studies, or public administration, or studies related to these subjects;
- At least 6 years of experience working on youth engagement (both volunteering or contracted);
- Solid proven experience with EU or EU member state grant management and reporting, at global, national or local level, or similar experience working for another public institution required;
- Solid proven experience in communication, outreach to the public, project visibility (both strategically and practically);
- Experience in the organisation of public events;
- Experience in actions supporting inclusiveness and social cohesion, particularly with young people;
- Knowledge of the democracy support sector is an asset;

- Very good knowledge of French and English required;
- Excellent writing skills;
- Knowledge of Spanish or Portuguese desirable and knowledge of a language from the Global South is an asset.

## Conditions and benefits

- The remuneration for this position is based on competitive employment remuneration and depends on the applicant's level of qualification and experience;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the employee of EUR 1,09) will be granted for each day worked;
- In compliance with EPD's Structural Teleworking Policy, staff will be granted a monthly teleworking allowance of EUR 129,48 and an additional monthly contribution of EUR 20,00 for the professional use of their private internet connection;
- Public transport cost will be fully reimbursed in Belgium;
- The candidate must have permission to work in the European Union (EU).

## Application procedure

Interested candidates should send a CV and a [completed application form](#) to [jobs@epd.eu](mailto:jobs@epd.eu) by **Wednesday, 17 August 2022 (by 23:59 CET)**. Please mention the position and your name in the email title ("NAME – Programme Manager EPD").

Interviews will take place at the end of August. Only shortlisted candidates will be contacted.