



Project Coordinator - Role Description

Purpose of the role:

- Coordinate & administer funding projects.
- Write funding proposals in collaboration with the team.

Who we are looking for:

This is a role of 4d/w on project coordination and administration. We are looking for someone willing to immerse themselves into the administrative and coordination maze of grant management, which enables us to offer our training work for free to activists across Europe. You will join the Grant Administration circle and work alongside most Ulex team members.

Initially, this role is for 1 year, which will also serve as the “probation” period in which we’ll hold regular reviews (every 3 months) with you to assess how it is going. We do like to keep working with people long-term if things are going well and there is work that we can offer. We will have clear and ongoing communication about this in our review process.

We believe life experience and skills are transversal, as long as you have a learning mindset and enjoy taking on challenges. So, please don’t hesitate to apply if you think you would be able to fulfil this role well and enjoy doing it, even if you haven’t done this kind of work before.

We are specifically looking for people to live and work with us at the Ecodharma site so we will strongly prioritise applicants able to live here. However, we will consider applications for working remotely, particularly if you’d work remotely from this region (Pallars Jussà) or Catalonia more broadly. Please check [our website](#) for more information.

Initial objectives and key results:

- 1. Write 1-3 funding applications and several final reports.** You will use your writing and framing skills to write good quality applications and reports. You will have the support and feedback of 10 years of experience within the team, and a range of previous successful applications to learn from.
- 2. Supporting approximately 10 partner organisations with funded projects.** This involves understanding bureaucratic requirements and procedures, sometimes reading contracts and information with the help of online translation tools. You will also use your communications skills to maintain a good working relationship with organisations, ensuring there’s good information flow to understand and improve how

our training supports their capacity building. You will use your coordination skills to attend to different aspects of project management: interim reports, receiving participant information at an appropriate time, ensuring all documents required are filled, etc.

3. **Guiding participants through paperwork** in good spirits and with warmth even if you're doing it for the 50th time. You will be competent in navigating a wide range of spreadsheets and systems for storing and passing information. You will also use your attention to detail to generate paperwork (we have templates!) and make sure all the country specific contract requirements are met on the way.
4. **Effective team work.** You will participate in collective decision making around best procedures through Slack or team meetings, proactively coming up with ideas for improvements. You will contribute to embodying a culture of care in how you interact with the rest of the team, offer support when you have capacity and reach out for help when needed.

You should not apply for this role if:

- Our organisational culture and values do not strongly resonate with you (see relevant section on the recruitment info page on the website);
- You're not deeply curious and engaged in understanding the socio-political strategies, context and actors of European social movements;
- You can't respectfully manage and hold different perspectives and priorities;
- You need a lot of support to structure your time, task lists and priorities;
- You're not comfortable working as part of a team;
- You're disorganised and don't take personal responsibility or accountability;
- You're not able to manage periods of intense and time-pressured work;
- You're not flexible to work around periods of higher work-load and quieter periods;
- You can't retain confidentiality;
- You're not comfortable with digital tools (and get to know new ones relatively smoothly);
 - Currently we use: Microsoft Office / Open Office (documents and spreadsheets), GoogleDrive, NextCloud, Trello, Slack, Jotforms, Bitwarden, Thunderbird, Acrobat Reader).
- You're not willing to develop caring and supportive relationships with the people you work with;
- You have little interest in deepening your learning around oppression, discrimination, and active solidarity.
- You're not confident in writing and working in English to CEFR Level C1
- You don't enjoy administrative work.

For more information, you can go to [our website](#) to read more on wider team context and how to apply. Key dates:

- The **deadline** for applications is **Saturday 6th May 2023**, end of the day.
- The ideal start date is end of June. There's some flexibility around this.