



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 7 Ulex team members.

Initially, this role is for 2 years (we have funding secured for that). We will have a 1 year trial 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 the possibility of prolonging work agreements in our regular reviews with you.

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 fulfil this role well and enjoy doing it, even if you haven't done this kind of work before.

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 8 partner organisations with funded projects.** This involves understanding bureaucratic requirements and procedures, reading contracts and information (sometimes 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, adjusting course plans, keeping various spreadsheets and databases up-to-date, 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 100th time. Navigating complex needs at times. You will also apply 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 teamwork.** You will be competent in navigating a wide range of spreadsheets and systems for storing and transparently sharing the projects' information. You will participate in collective decision making around best procedures through online team meetings and Slack, 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 are unlikely to flourish in 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);
- Working a lot with a screen and/or in a remote working environment is challenging for you;
- You're not confident in writing and working in English (CEFR Level C1);
- You struggle to follow guidelines & collective processes when working on your own;
- You can't respectfully manage and hold different perspectives and priorities;
- You struggle to take personal responsibility or be accountable;
- You need a lot of support to structure your time priorities and navigate guidance docs;
- You're not able to manage some periods of intense and time-pressured work;
- 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 deeply curious and engaged in understanding the socio-political strategies, context and actors of European social movements;
- You get easily demotivated by 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 2nd March 2025**, end of the day.
- The ideal start date is beginning of May. There's some flexibility around this.