



EUROPEAN ASSOCIATION FOR  
THE EDUCATION OF ADULTS

The European Association for the Education of Adults (EAEA), a European NGO with more than 120 member organisations in 43 countries, is looking for a

## **HEAD OF PROJECTS**

to coordinate the organisation's fundraising and project work. The successful candidate will be in charge of managing projects already funded and applying for new funding opportunities.

### **Skills and experience:**

- At least 7 years of work experience and 5 years in project management and fundraising
- Good knowledge of the Erasmus+ programme
- Proven track record of successful applications
- Demonstrated experience in successfully managing and reporting on complex European Commission grants
- Strong financial literacy, including the ability to work with complex budgets and financial reporting of funded projects
- Familiarity with producing project outputs and drafting narrative reports for funding agencies
- Experience in CSOs partnerships' coordination
- Good facilitation skills
- Previous experience in an NGO or social movement/network
- Excellent written and spoken English
- A superb capacity to create strong partner engagement and the ability to find common ground and compromises
- Strategic thinker, able to translate goals into action
- Excellent problem-solving skills and result-oriented approach
- Ability to work effectively in a team environment
- Good command of ICT
- Willingness to travel
- A valid work permit to work in Belgium

**European Association for the Education of Adults (EAEA)**

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### **Assets:**

- Understanding of the adult learning and education sector at the European, national or local levels
- Familiarity with H2020, CERV, and EASI programmes
- Experience in working with public authorities or consultancies
- Experience in organising and running workshops
- Knowledge of French and other languages
- Familiarity with CSM and online learning platforms, like Moodle

### **Our offer:**

- ✓ Full-time (38h) contract according to Belgian law
- ✓ A competitive NGO salary and benefits based on the level of experience starting as soon as possible
- ✓ Monthly commuting allowance for public transport or bicycle
- ✓ A flexible work environment including teleworking
- ✓ 25 annual leave days + collective holidays between Christmas and New Year
- ✓ Brussels-based workplace within a friendly and lively multi-cultural team
- ✓ Opportunity to grow and participate in (international) capacity-building activities
- ✓ A great deal of personal autonomy and room for creativity and innovation

### **How to apply:**

Please send your CV (two pages maximum in Word or PDF) and motivation letter (one page maximum in Word or PDF) to Gina Ebner ([gina.ebner@eaea.org](mailto:gina.ebner@eaea.org)) until 26 October 2022 with the subject 'Job application HEAD OF PROJECTS [your surname]'.

Applications are reviewed on a rolling basis. The shortlisted candidates will be interviewed in the first two weeks of November 2022 through ZOOM.

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside EAEA and will be deleted immediately after the recruitment process.