



**Agência Nacional
Erasmus+ Juventude/Desporto
Corpo Europeu de Solidariedade**

Call for Applications

Freelancer on
Organizational Support

27/12/2022 – 16/01/2023



The network of National Agencies promoting the EU programmes Erasmus+: Youth and the European Solidarity Corps, are looking for a freelancer to support its Co-Group in the implementation of its working plan and the organization of Business Meetings (BMs).

This application is open until de 16th of January at 5 p.m (GMT).

Network of National Agencies in the Youth field

Building on the strengths of each National Agency (NA), the Network is a cluster of Youth Agencies based on the principles of cooperation across Europe, mutual support, common approaches and practices. The Network builds its work to achieve an impact on the lives of young people through quality non-formal learning and support for youth work, and to empower young people and cater for active citizenship and participation in decision making of young people.

The purpose of the network is:

- To foster the values and priorities of both programmes and the exchange of good practices on how the set of values and priorities can be translated in the implementation of the programmes and/or promoted by the programmes.
- To foster the European Dimension of the Programmes;
- To see opportunities and trigger development to use both programmes to their fullest potential. To voice common bottle necks and threats to the programmes to relevant stakeholders;
- To maintain and develop quality of the network and its structures. To build common understanding and practices among NAs, to support newcomers across the wider spectrum of National Agencies.
- To strengthen the individual NA's in the implementation in their action.

To work efficiently towards its goals, a Co-Group was created to effectively implement a working plan and Business Meetings to follow up on the decisions and objective accomplishment.

1. Main role, key responsibilities and expected time allocation

The chosen candidate will support the Network of National Agencies in the Youth field in:

a. Organizational support of Co-Group

Task (a.o.)	Expected time allocation (estimation)
10 virtual meetings	7 - 8 days
Organization, facilitation, reporting and follow up of virtual meetings	--
Yearly 3-days retreat (7 days)	7 days
Developing an agenda with Co-Group	--
Invitation and setting up technical organization with host	--
Preparing the agenda (topics) with facilitator	--
(Supporting) facilitation (on location)	--
Writing minutes	--
Organizing and safeguarding follow up	--
Possibly working on certain topics	Up to 12 days
preparing proposals for discussions for meetings of the Co-Group upon request	4 topics/year, 1 day/topic
preparing or working on implementation of specific initiatives which the Co-Group has decided to take (2 topics / year, 4 days per topic)	2 topics/year, 4 days per topic

b. Organizational support of Co-Group (together with facilitator and host)

Task	Expected time allocation (estimation)
Preparation of 2 BMs	16 days (8 days per BM)
Support for prep of the programme and script	--
Support for invitations / letters / emails to the network	--
Website prep and maintenance	--
Support prep of certain topics of the programme	--
Support for prep / collection of documents	--
During 2 BMs (on location)	10 days (5 days per BM)
Technical support in facilities together with host	--
Documentation of outcomes together with facilitators	--
Taking over moderation roles here and there	--
Follow Up of 2 BMs	16 days (8 days per BM)
Dealing with leftovers (like collecting reports, presentations etc.)	--
Compiling the documentation	--
(Support for) Drafting an executive summary and further revisions	--
Support for letters / emails to the network	--
Website maintenance	--
Organizing and safeguarding follow up	--

2. Experience

- a) Relevant experience working with Erasmus+ Programme in the field of Youth and the European Solidarity Corps;
- b) +3 years experience in working/supporting international events with Youth in Action context;
- c) Proven ability to work on project management in multicultural settings;
- d) Managed at least three Erasmus+ funded projects/activities or events;
- e) Proven experience in writing proposals/reports within the context of Erasmus+ in the field of Youth and the European Solidarity Corps;
- f) Proven experience in facilitation (or supporting facilitation)within Erasmus+ educational and training events.

3. Knowledge, Skills and Language

- a) Broad experience in preparation and facilitation of meetings
- b) Good reporting skills
- c) Proved capability to be self-organized and flexible;
- d) Ability to work in a diverse cultural context;
- e) Strong knowledge of information sharing tools, and the ability to implement them;
- f) Highly organized and able to work independently and proactively, with ability to work within a given framework and steering by the Co-Group;
- g) Overall understanding of budget and finance management;
- h) Demonstrated skill in analytical and strategic thinking;
- i) Self-supporting in computers (Windows, spreadsheets, word-processing);
- j) Excellent interpersonal and listening skills;
- k) Good verbal and written communication skills
- l) Fluently spoken and written English, knowledge of other languages is an asset.

4. Competencies and Values

Values

Respect for diversity; Integrity; Professionalism; Accountability.

Core Competencies

Communication; Collaboration and Teamwork; Judgement and Decision Making; Creativity and Innovation; Building Trust.

5. Application

Candidates are required to fill in an [application form \(link\)](#) until 16th of January at 5 p.m (GMT) and upload their CV and Motivational Letter.

An individual interview may be required.

a. What we offer?

The selected candidate will be entitled to:

- Fee for organizational support of Co-group and BM meetings: calculated on the basis of ca. 57 working days (290€/day);
- Fee for possible preparation of certain topics: max of 11 days (290€/day);
- Support of travel costs;
- (The freelancer will be contracted by the Portuguese National Agency Erasmus+ Youth/Sports and European Solidarity Corps. He/she needs to be a legal resident of one of the programme or partnercountries of the EU-programmes and is free to choose his/her working place).

b. Pre-selection Criteria

- First - Profile and experience of candidate;
- Second - Scoring on application form;

c. Final selection Criteria

- 1.º scoring on application form, profile and experience
- 2º Scoring on individual interview (it may be required a practical exercise in case of draw).