

Job Announcement for Project Coordinator in FUTURAL Project (Horizon Europe Project)

PREPARE (Partnership for Rural Europe) is now looking for a **Project Coordinator(s)** for a Horizon Europe project named FUTURAL to work on the implementation of the FUTURAL project. The role is an **upper-level seniority** and it is offered on a part-time basis.

Role description and responsibilities:

Time of engagement: Mid January 2024 to the end of the Project in 2027 (Initial contract period is two years with possibility for extension until the end of the FUTURAL Project)

Special working arrangement: This is a part-time position with variable working arrangement and flexible (variable) working schedule. This is a homework/telework position. The position requires the possibility to work during the whole project with periods of no or little work or at times of full months work. The remuneration will be adjusted to this working arrangements and may for that reason vary on a monthly basis.

Project Coordinator responsibilities and primary task (see below for FUTURAL Project content details):

- A) Overall responsibility for coordination of the Project, including:
 - Planning and implementation of project activities to ensure that project is on time and on budget
 - Completion of reporting requirements and keeping records of relevant project documents
 - Execution, monitoring and justification of project expenses in accordance with overall project budget and relevant EU requirements
 - Representation of PREPARE within the project scope and developing strong working relations and communications with partners, target groups and other relevant stakeholders
- B) Provision of technical support in project implementation, including:
 - Selection of target audiences for capacity building activities and development of the content and material for capacity building workshops
 - Planning and implementation of relevant capacity building and EU-RIFs (EU-wide Rural Innovation Forums) events (WP2)
 - Planning and execution of dissemination and ecosystem/synergy building activities (WP5)
 - Mapping relevant policies and drafting policy recommendations (WP6)

Project Coordinator will work under the supervision and in coordination with Secretary General and in coordination with other project staff and Finance and Admin Coordinator. Travel to capacity building, policy events and other project related sites are required.

Remuneration: 3500€/per full working month including all costs related to the employment. Remuneration will be adjusted as per actual working time for each month.

Qualifications and experience:

- Extensive experience in project cycle management, proven knowledge and skills in grant management, preferably in EU funded projects

- Demonstrated organisational skills and attention to detail; and strong interpersonal skills and ability to network and work collaboratively with others
- Ability to work independently, efficiently, and reliably from a remote location, making sure that quality maintains high standards and is provided according to strict deadlines
- Excellent communication, dissemination and reporting skills, and the ability to present advice in a clear and concise manner
- Ability to operate within a fast moving environment and react appropriately to change
- Very good interpersonal skills to interact within multicultural environment
- Good knowledge of rural policy, rural ecosystems, networks, processes and programmes
- Long working experience in different rural contexts and types
- Experience in building of training and capacity building programmes and organising (multiplier) events
- Excellent command of spoken and written English
- Flexible as to full monthly working hours

Application process:

The applicants through their cover letters and corresponding CVs should demonstrate that they satisfy the above requirements for this position.

Deadline for applications: Applications, including short cover letter and CV should be sent to Miodrag Matavulj, Secretary General of PREPARE to the following email address: miodrag.m@cerd.ba by **5th of January 2024**.

About the FUTURAL project:

FUTURAL prototypes, tests, and demonstrates community-led, social, technological and business innovations in different geographical and socio-cultural rural contexts. It will deliver a set of digital Smart Solutions to address key societal, environmental and financial challenges and empower rural communities to engage in change. More details about FUTURAL project can be found at: <https://futural-project.eu/>.

Specific PREPARE's roles in the project:

Work Package 2 (WP2)

T2.3 Capacity building: PREPARE will contribute to the development of the content and material intended to be used for the capacity building workshops (co-creation workshops). Capacity building Target audience: Rural communities, policy makers, academia, agriculture actors, etc. Co-creation workshops: Enable rural stakeholders to capitalise upon the potential of the co-create innovations and act for change. Capacity building activities: Strengthen the capacity of rural communities to realise the potential of community-led, social and business innovations.

T2.4 Organisation, delivery, and assessment of the EU-RIF events (EU-wide Rural Innovation Forum): EU-RIF is an event to promote networking and synergies between key actors in the rural ecosystem. Links are made to CAP networks and all relevant actors. EU-RIF will be an annual two-day event that will lay the groundwork for capacity building, knowledge and experience sharing by bringing together stakeholders not only from the FUTURAL ecosystem (Multi-Actor Pilots - MAPs participants, policymakers and implementers) but also members of the PREPARE rural innovator networks so that the innovations co-created actually

address the needs of the various rural areas and social groups (with a focus on women, youth, and vulnerable groups).

Work Package 5 (WP5)

T5.1: Dissemination, Exploitation & Communication Plan : Participate in preparation of a plan for Dissemination and Exploitation of results and implement activities envisaged by this plan.

T5.2: Ecosystem Building & Engagement: This task aims to build a vibrant ecosystem around FUTURAL, while at the same time facilitating synergies with relevant EU R&D projects, organisations, and initiatives.

Work Package 6 (WP6)

T6.1: Mapping of policies, funding instruments and governance frameworks regarding smart community-led innovations: PREPARE should map and screen the existing policy measures, governance frameworks, and (financial) instruments that support community-led innovations in order to identify policy gaps and needs per region and set the foundation for policy recommendations in rural development

T6.2. Provides a set of policy recommendations and governance frameworks: This tasks focuses on supporting the creation of social capital, social networks, social economy and social innovation (with a focus on women, youth, and vulnerable groups).

About PREPARE:

PREPARE - Partnerships for Rural Europe has played a key role in rural development in Europe, **bringing together rural actors and stimulating exchange** in the unique format of “PREPARE Gatherings” and “travelling workshops”, through which hundreds of rural NGOs and community groups, active rural inhabitants, as well as many representatives of national, regional and local authorities **have been able to meet and discuss the key challenges of rural areas and the best ways to address them.**

PREPARE builds cooperation and undertakes joint action with a wide range of partners and currently PREPARE network membership comprises over 20 national platforms of rural organisations from countries across the Europe. PREPARE plays a strong role in mobilising civil society, building trust and developing new democratic rural development instruments in EU member states and candidate countries.

PREPARE is helping rural actors to have their voice heard in policy debate, for example about the future of EU rural development.

PREPARE is co-founder and co-organiser of European Rural Parliament (ERP) together with two other European Networks, the European Rural Communities Alliance (ERCA) and the European LEADER Association for Rural Development (ELARD).

Since 2016, PREPARE is registered as an international NGO in Brussels, Belgium. Currently, PREPARE, as part of larger consortiums of partner organisations, was awarded three Horizon Europe projects.

More info about PREPARE you can find at the following link: [About – PREPARE \(prepare-network.eu\)](http://prepare-network.eu)