

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

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

Role description and responsibilities:

Time of engagement: From December 2024 (or January 2025) until the end of the Project in December 2027 (Initial contract period is two years with possibility for extension until the end of the RURBANIVE 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 tasks (see below for RURBANIVE Project content details):

- A) Overall responsibility for contractual and timely implementation and 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:
 - Developing and implementing tailored capacity building activities in order to empower the stakeholders involved in the Rural/Urban co-Creation Labs (RUCLs) to leverage the potential provided by the Rural/Urban Enablers (RUEs)
 - Contributing in policy mapping and analysis and participating in implementation of capacity-building and mutual-learning activities in relation to future-proofed policy recommendations and formulation
 - Planning and execution of communication and dissemination activities

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: matavulj.m@prepare-network.eu by **12th of November 2024**.

About the RURBANIVE:

Improving life in rural communities through social & technological innovation

RURBANIVE will establish a novel Rural-Urban innovation framework, supported by technical and social innovations to enhance territorial governance and existing policy tools. A community store of Rural-Urban Enablers realised through Rural-Urban immersiveness will promote experimentation and innovation focused on building up the well-being economies of rural and urban areas. In addition, a Community of Practice Suite will challenge the current status quo by putting rural citizens at the centre of policy. Together, they will enable rural-urban interactions through enhanced social connectivity, cooperation, and instant realisation. Participatory processes will support dialogue and cooperation and enable stakeholders to assess and evaluate processes and future scenarios that contribute further to the development of synergies and recommendations. More details about RURBANIVE project can be found at: <https://rurbanive-project.eu/>.

Specific key PREPARE's tasks in the project:

Work Package 2 (WP2) - Rural/Urban Co-creation labs, experimentation and capacity building

WP2 will enable the stakeholders involved in the RURBANIVE RUCs to innovate and experiment for better connection and synergies between rural and urban areas, by capitalizing the affordances provided by the

RUEs. Capacity building is foreseen as a means to equip stakeholders with the mindset and skills needed to take advantage of the capabilities of the RUEs and co-create a better rural-urban future. Specific tasks under this working packages are described below and PREPARE will mostly be engaged under Task 2.4 – Capacity Building for Stakeholders Empowerment.

T2.4 Capacity Building for Stakeholders Empowerment: The primary objective of this task is to develop and implement tailored capacity building activities that will empower the stakeholders involved in the RUCLs to leverage the potential provided by the RUEs. This process will involve the creation of capacity building material tailored to the particularities and needs of each RUCL's members, training facilitators who will coordinate and execute the capacity building activities, as well as the organization and capacity building workshops within each RUCL.

Work Package 6 (WP6) - Synergies, policies, and governance

PREPARE will participate in implementation of this work package which focuses on policy recommendations which will be developed to influence and be influenced by the EU and UN agendas on urban- rural synergies, integrated territorial policies and place-based approaches. They will be developed in sync with the evolving EU policy agenda, forward looking towards the preparation of the post 2027 EU programming period, drawing from the lessons learned post COVID19 in terms of rural/urban governance, synergies and integrated approaches, as well as reflecting the priorities of the new Commission and Parliament. It will build upon the policy analysis results of research led local case studies gathered from the RUCLs and relevant capacity building and mutual-learning activities.

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 \(prepare-network.eu\)](https://prepare-network.eu)