

Job Title: Junior Project officer

Reports to: WFTO-Europe Regional Coordinator

Staff reporting: supervision of volunteers and management of freelance consultants may be required

Contract: Full-time (38 hours / week). Fixed Contract (1 year renewable)

Remuneration: Salary of 2500 EUR gross

Location: Brussels

Timeline: to start as soon as possible



BACKGROUND

WFTO-Europe, is formed by 95 members, amongst them Fair Trade organizations, Fair Trade networks and support organizations. It represents the European branch of the World Fair Trade Organization (WFTO), but is a legally and financially independent organisation.

KEY TASKS

Project management

- To lead the implementation of the WFTO-Europe project "Trade Fair, Live Fair", working closely with other partners (members of other Fair Trade organizations)
- To coordinate the affiliates of the project and to ensure all administrative and financial aspects of the project are fulfilled, including on-going review and evaluation of progress against objectives
- To promote campaign and raising awareness activities in the context of the project
- To organize project meetings, conferences and other possible events in the framework of the context
- Manage the corresponding budget keeping accurate records in close collaboration with the accountant.
- To regularly report to the Regional Coordinator progress against objectives
- To carry out the narrative and financial annual report together with the accountant of the project.

Event organisation and fundraising

- To lead the organisation of events aimed at raising awareness on Fair Trade and WFTO vision, such as in the occasion of the Belgian Fair Trade week.
- To support the team in looking and applying for new calls for funding opportunities.

PERSON SPECIFICATIONS

- A strong commitment to Fair Trade and the WFTO Fair Trade principles.
- Degree in related field (development, international relations, social sciences, politics etc.)
- Aptitude for delivering consistent, high quality work and working with a high degree of independence and self-motivation.
- Excellent oral and written communication skills, including proven strong report writing skills.
- Aptitude for working in a small team and with colleagues remotely, and from different cultural backgrounds.
- Experience of organising events and raising awareness activities/campaigns.
- Experience of managing EC or other grants is desirable.
- Experience of managing volunteers/interns would be an asset.
- Excellent spoken and written English. Fluency in spoken and written other European languages (especially French) would be an advantage.

Application process

Please send a CV and a motivation letter no later than **6 July 2018 (12am CET)** to coordination@wfto-europe.org. Initial interviews are foreseen for mid-July.