

SCIENCE EDUCATION DEPARTMENT PROJECT OPERATIONAL MANAGER

(Ref. SciEduDept-2021AGH2)

Interested in science education? Do you like to implement efficient organisational processes to streamline interventions in practice, especially in complex environments? Do you consider important to fully master the constraints and contractual rules of EU programmes for projects to be run smoothly? Do you have at least 3 years of professional experience in project coordination?

EUN Partnership AISBL (known as European Schoolnet) runs about 40 different projects on a yearly basis, many of them under European action programmes mostly in education, research, and technology. A solid management framework, including management processes and tools validated through the years and in different contexts, are in place to support everyday activities of projects implemented across Europe and beyond.

European Schoolnet is looking for a **project operational manager to join our Science Education Department in Brussels (Vacancy Reference: SciEduDept-2021AGH2)**. This position will give an excellent opportunity to further expand your already existing expertise and knowledge in project management and work in a European environment liaising with colleagues and partners from all over Europe.

The successful candidate will be responsible for the implementation of activities in different European projects running in parallel.

The ideal candidate will have an experience of minimum 3 years of effective European project coordination (at least of full Work Packages). Experience in the Erasmus+ or Horizon 2020 programme would be a strong asset. Additionally, the candidates will have excellent organisational skills, effective time management, practical knowledge of budget and contract management, and advanced ICT skills (to use internal data base and tools).

MAIN TASKS

This list is for indicative purposes only. It will be adapted to meet the priorities of the organisation and in response to skills demonstrated by the project manager. Tasks will include:

- Supporting the Project Managers in coordinating and managing several STEM projects, including budget, project administrative issues, leading day-to-day project management (delivery deadlines, reporting, administration, finances, contracts, and amendments, etc.).
- Contributing actively to the development of project outputs.
- Planning the production processes of project deliverables, such as reports, minutes, and studies in close cooperation with other colleagues and teams.
- Ensuring projects are delivered on time, to budget and to specification.

- Coordination of project partners and content related tasks, organisation of online partners meetings, workshops, conferences (contacting participants, circulating agendas, minutes taking, etc.).
- Activity and resource planning
- Cost estimations and development of budgets
- Tracking and analysis of project performance, cost performance, schedule, and report to the project managers on the changes project scope, project schedule, and project costs, being able to suggest the improvements to all the above.
- Analysis and management of project risks
- Monitoring progress
- Potentially supervise junior colleagues on the implementation of their projects
- Coordinating, writing, and contributing to new proposals
- Analysing data and producing evaluation reports
- Coordinating and designing online and face to face training courses and other events

PROFILE AND SKILLS

- Very good spoken and written English
- Very good organisational and time management skills
- Project management experience (minimum 3 years of coordinating Work Packages in projects)
- Some financial project management experience (costing, budgeting, reporting, and monitoring)
- Background in EU funded programmes is an asset.
- Attention to detail and being able to work independently is critical.
- Ability to thrive working in a fast-paced international environment.
- Bachelor's degree preferably in education, science, or science communication.
- A strong interest in Science education, STEM careers, STEM skills, ICT in Education and European funded projects.
- Good understanding of IT tools (minimum MS Office Word and Excel – intermediate user), ideally also videoconferencing tools (e.g. Adobe Connect, Microsoft Teams, etc.) Google docs, OpenOffice, etc.

USEFUL INFORMATION

- **Duration:** 1-year renewable
- **Deadline for applications:** until the position is filled.

- **Benefits:** competitive salary (depending on experience and qualification), meal vouchers, travel expenses support, (corporate) hospitalisation insurance DKV.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium¹.
- Interviews will take place as soon as possible at distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

HOW TO APPLY

Please send your **motivation letter and CV** in English, as one single file² to jobs@eun.org with agueda.gras@eun.org in CC.

- Make sure to include the Vacancy Reference in the subject of the email.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf
- In the Motivation letter please include whether you are more interested in Science Education or Educational Technologies and why.

ABOUT EUROPEAN SCHOOLNET

European Schoolnet (www.eun.org) is the network of 32 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet (EUN) has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society.

ABOUT THE SCIENCE EDUCATION DEPARTMENT AT EUROPEAN SCHOOLNET

STEM Education is one of the priorities of EUN's Ministries of Education (MoEs). In the last 10+ years, this team has been involved in over 50 STEM education projects including both EC funded initiatives (e.g. Scientix, the community for science education in Europe) and private funded projects (e.g. the STEM Alliance). The department consists of 15 colleagues, including project managers, pedagogical advisers and communications officers.

¹ Remote working from a Belgian location while restrictions necessitate.

² You can find different online tools to combine pdfs, e.g., <https://www.ilovepdf.com/>