**Position:** Programme Coordinator

**Reporting to:** Director – Wider Europe

**Location:** London

**Salary: £34,000 - £36,500** depending on experience.

*ECFR (The European Council on Foreign Relations) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw.* [www.ecfr.eu](http://www.ecfr.eu)

Job Purpose

The Programme Coordinator will have a central role in ensuring the continued success of ECFR’s award-winning Wider Europe programme with a particular focus on Russia and the Eastern Neighbourhood. Working under the guidance of the Programme Director and closely with programme policy fellows, the coordinator will support the development of policy-driven activities, and will be able to help shape the advocacy and communications functions and engage policy fellows, national offices and external contacts.

The coordinator will ensure practical day-to-day implementation of the programme’s strategy and work plan, coordinating research, advocacy, communications, fundraising, budget control, and general administration within the programme. He or she will liaise with all relevant parts of ECFR and maintain a broad network of contacts. Although the primary allocation is to the Wider Europe programme, the coordinator may be asked to assist with regard to other ECFR programmes, projects and initiatives.

Responsibilities

Under the guidance of the Programme Director, the coordinator shall:

* Coordinate and contribute to the formulation of the programme’s strategy and work plan, and help ensure their implementation.
* Ensure internal communication and coordination of activities of Wider Europe programme policy fellows based in different EU capitals.
* Plan and coordinate research, and contribute to the research as agreed with the policy fellows or the director.
* Contribute to policy development and follow relevant discussions within and debates outside ECFR.
* Identify and liaise with relevant external contacts and Council members, strengthen and expand the programme’s policy and advocacy network.
* Represent ECFR externally as required.
* Coordinate and contribute to the formulation of advocacy, outreach and communications strategies as a part of projects, while ensuring the involvement of national offices and other programmes.
* Help coordinate fundraising for the programme, in close coordination with the development team, and draft fundraising proposals, budgets, and other material, as well as find and cultivate prospective donors.
* Look after the relevant parts of the website, make proposals for innovation and prepare texts and articles as required, as well as commission pieces for publication. Handle the Wider Europe Programme Twitter account and draft the programme’s monthly bulletin.
* Edit articles and reports written by ECFR fellows and external contributors.
* Coordinate, organise, and/or support events such as consultations, workshops and seminars, as well as media work, mailings, travel, study trips.
* Carry out financial reporting, keep track of income and expenditure.
* Other general responsibilities as may be reasonably requested over time in the context of overall programme and ECFR priorities.

**Person specification**

* Programme or project management experience, preferably in a fast-paced international environment requiring extensive coordination with others and experience of budgeting
* Proven ability to initiate, develop and sustain new projects and partnerships in a multi-stakeholder environment
* Demonstrable knowledge or research experience in the programme’s focus area, in particular Russia and the Eastern Neighbourhood, and EU foreign affairs
* Proven ability to maintain and develop a network of high-level contacts in the policymaking community
* Masters degree in international affairs, EU affairs, public policy, political sciences or equivalent
* Exceptional communication skills, a high standard of written and verbal English is essential, working knowledge of one other European language is an advantage
* Fluency in Russian is a major advantage
* Proven editing skills
* Highly IT proficient including MS Office
* Ability to multi-task, work towards deadlines and manage challenging situations.
* You will need to possess energy and enthusiasm to succeed.
* Ability to work individually as well as part of a multi-disciplinary and multi-national team and to develop effective relationships.
* Excellent organisational skills, logical and a good eye for detail.

**TO APPLY:**

Please send a one page covering letter (with ref: **PCWE16** in the subject line) and your CV to: recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

***Closing date for applications is: Thursday 14 July 2016***

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful.

**STRICTLY NO AGENCIES PLEASE**

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