



**Post:** Programme Coordinator (Wider Europe programme)  
**Location:** London  
**Deadline for Application:** 15<sup>th</sup> July 2013 12:00 UK Time  
**Start Date:** as soon as possible

---

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

### **Job Purpose**

The Programme Coordinator (WEPC) provides coordination activities for ECFR's programmes. Through involvement in the content side, the WEPC supports the development of ECFR's policy-driven activities, shaping the advocacy and communications functions, engaging Policy Fellows, national offices and relevant external contacts. Within agreed strategy for the Wider Europe programme, the WEPC ensures practical integration between the elements of planning and implementing research, advocacy, communications, fundraising, budget control and general administration of the programme, while maintaining efficient liaison with all ECFR teams and national offices.

### **Place in the organisation**

The WEPC has a central and multifaceted role in the organisation. Overall, the WEPC reports to the Head of Programme. On the policy/content side, the WEPC works closely with Policy Fellows who are primarily responsible for the strategy and policy aspects related to the programme; with the Director of Programmes on the delivery of the work plan; with the Editor who oversees and guides ECFR's research and publications and with the Director who provides overall political guidance. On the action side, the WEPC works closely with the Advocacy, Communications teams and the national offices. On fundraising issues, the WEPC works with the development team, the CEO and the Head of Programme; also coordinating directly with the Finance team.

### **Responsibilities**

- Under the guidance of the Head of Programme, coordinate and contribute to the formulation of the programme's strategy and work plan, ensuring its effective implementation.
- Support and ensure effective communication and coordination of activities of the Wider Europe programme Policy Fellows based in ECFR offices.
- Contribute to the formulation of advocacy, outreach and communications strategies and ensure they are mainstreamed within the projects from the outset; ensure effective inclusion of national offices throughout the projects.

- Help coordinate fundraising for the programme and share in the production of relevant materials and approaches to the prospective donors.
- Coordinate, organise and/or support as necessary relevant events such as consultations, workshops and seminars, as well as media work, mailings, travel, etc.
- In cooperation with the Policy Fellows, plan and coordinate research. Contribute to the research as assigned by the Head of Programme, the Policy Fellow(s) or the Director.
- Contribute to policy development and follow relevant debates and discussions within and outside ECFR.
- In cooperation with the Policy Fellows, identify and liaise with relevant external contacts and Council members; strengthen and expand the programme's policy and advocacy network; ensure the development of the contact database; represent ECFR externally as required.
- Look after the relevant parts of the website, make proposals for innovation and write texts and articles as required.

Other general responsibilities as may be reasonably requested over time.

### **Experience and skills**

- Programme or project management experience, preferably in a fast-paced international environment requiring extensive coordination with others.
- Proven ability to initiate, develop and sustain new projects and partnerships in a multi-stakeholder environment.
- Excellent organisational skills.
- Proven knowledge of Russia and Eastern Partnership countries is essential; knowledge of Turkey and Western Balkans would be an asset.
- Knowledge of EU foreign affairs.
- Proven ability to maintain and develop a network of contacts in the specific region of expertise.
- Masters degree in international affairs, EU affairs, public policy, political sciences or equivalent qualifications.
- Excellent written and oral communication skills.
- High standard of English proficiency and advanced level of Russian.
- Highly IT proficient.

### **Person specification**

- Flexibility: ability to multi-task, work towards deadlines and manage stress situations.
- Able to work individually as well as part of a multi-disciplinary and multi-national team and to develop effective relationships.
- Organisational aptitude and a good eye for detail.
- Proven interest in issues of concern to ECFR.

### **TO APPLY:**

Please send a one page covering letter (with ref: **Wider Europe PC** in the subject line) and your CV to: [recruitment@ecfr.eu](mailto:recruitment@ecfr.eu).

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

### **PLEASE NOTE:**

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted.

ECFR is an equal opportunities employer.

**STRICTLY NO AGENCIES**