

“Erasmus+ Project Manager” job description

Job title: Erasmus+ project manager / Erasmus+ project advisor

Location: Via Martiri della Libertà 9, Padova

Contract type: Self-employed contractor (“Partita IVA”)

Number of open positions: 1

Job overview:

We are currently looking for resourceful and results-oriented Erasmus+ Project writers and managers like yourself to join our start-up team, provide feedback to Erasmus+ Key Action 1 (KA1) applicants and develop exceptional Erasmus+ Key Action 2 (KA2) projects in the fields of school, VET and adult education. Are you ready to make new contacts and meet the changing needs of the evolving EU education and training landscape by supporting and creating remarkable international projects in various fields?

As the supporting helpdesk for new KA1 applicants and the driving force behind devising new KA2 projects, the Erasmus+ project advisor will play a pivotal liaison role with our start-up sales team, teacher trainers and our digital marketing processes, leading how our rapidly growing educational start-up forges strong relationships with European schools and organisations (either as coordinator or as partner) and help them work together to develop, share and transfer best practices and innovative approaches in the teacher education sector.

Are you the commercially oriented, dedicated and ambitious Erasmus+ project advisor who can combine meaningful educational value with business development to deliver revenue and quality for all partners involved? Then this is the right position is for you! Don't hesitate to apply.

Reports to: Managing Director

Key responsibilities:

This is a dynamic job with a variety of responsibilities, including:

– For KA1 project development (*we do not write projects on behalf of KA1 applicants but simply provide feedback to their applications*):

- Supporting or lead our “How to get Erasmus+ funding for your teacher training course” webinar series
- Improving webinar materials and support services
- Providing iterative feedback to potential applicants who autonomously write their own application

– For KA2 project development (*we do write KA2 projects*):

- International networking and management of potential partner enquiries and webforms
- Strategic planning and positioning in the appropriate networks
- Monitoring of EU policies in the education and training sector and understanding critically our courses and activities in the context of EU policy-making
- Definition of new Erasmus+ KA2 project ideas, proposals and partnerships with multiple potential project applicants and partners by tactical curriculum development and innovation
- Structuring of project ideas, drafting, writing and designing of Erasmus+ projects, either as coordinator or partner
- Operationalisation and timing of all activities in the project;
- Communicating clearly work packages and tasks to partners and coordinators
- Enhancing the operation of the business, position or reputation in some way to meet new opportunity requirements.

- Looking for additional funding opportunities and funding programmes
- Running and developing the new office systems including the cloud-based processes as a team and contributing to integrate and testing new system and tools

– Once KA2 projects are FUNDED (*we are not currently part of any KA2 project*):

- Daily implementation and management of ongoing Erasmus+ KA2 projects, work packages and tasks
- Championing the preparation of deliverables;
- Identification of any unanticipated risks;
- Monitoring the overall progress regarding milestones and deliverables;
- Acting as the centre of communication between internal and external stakeholders;
- Preparation of the technical interim and final reports;
- Facilitation of further exciting spin off projects as part of the project activity dissemination and communication activities
- Being responsible for relevant data management;
- Ensuring the timely submission of financial reports.
- Managing quality assessment
- Organising communication campaigns and events.
- Attending EU events

Travel

Successful applicants should be willing to travel.

Career progression

This short-term contract not only offers the chance to contribute to the growth and development of our Erasmus+ teacher training courses, but also provides a platform to showcase your skills and abilities. Our organisation is always on the lookout for talented individuals to join our team and become a part of our mission in the long run. Your role can move up to one of the following roles:

- *Programme Officer*: join a full-time opportunity to be responsible for sales, management and administration of our Erasmus+ teacher training courses
- *Programme Coordinator* with more responsibility for curriculum and business development
- *Programme Manager* with more responsibility to lead the team of Programme Coordinators
- *Work experience manager* with more responsibility to manage the new work placement department
- *Managing Director* with direct responsibility to lead the company

Apply now to become a tutor and let's explore the possibilities of working together!

Compensation & Benefits

- Highly competitive hourly rate based on a predetermined number of hours over a period of time
- Salary payments are processed monthly

What we offer

- Welcome kit and onboarding programme
- International environment. Our language is English. Your work will have full European exposure and you will meet participants from many European countries! This job is a lifestyle!
- Opportunity for career progression: You will be part of a small but fast-growing start up team and get the opportunity to be involved in a wide range of work and eventually build and coordinate the future company plans.
- Agile work environment: We use smart tools for goal-setting, time-blocking and performance management. We collectively develop blueprints and kanban boards as a team effort to manage our workload in the cloud, reflecting a bottom-up cooperative creation process. Ready to conquer the workday!

- Team building activities: We believe effective team building builds trust, encourages communication, and increases collaboration. Enjoy fun activities and connect with the team!
- Opportunities to learn. From industry events like conferences, webinars or workshops to structured mentorship and on-the-job training to online learning, we ensure that you have the tools and framework to succeed in your career path.

What we are looking for

- **EXPERIENCE**
 - Prior experience in developing and managing Erasmus+ Key Action 1 (KA1) and Key Action 2 (KA2) projects (full cycle)
 - International networking, strategic planning and experience in defining new Erasmus+ KA2 project ideas, proposals, and partnerships with multiple potential project applicants and partners.
 - Experience in operationalising and timing all activities in the project.
 - International background
 - Bachelor's or master's degree in education, business, or a related field
- **ATTITUDE**
 - The candidate should have a resourceful and results-oriented mindset, be commercially oriented, dedicated, and ambitious. They should be able to combine meaningful educational value with business development to deliver revenue and quality for all partners involved. The candidate should also have excellent communication and networking skills to build and maintain strong relationships with European schools and organizations.
 - A burning desire to join a new start up and take responsibility to lead its growth
- **KNOWLEDGE**
 - Project Cycle Management techniques
 - Deep understanding of the Erasmus+ programme in the fields of school, VET and adult education, including the funding opportunities, rules and activities
 - Good understanding of EU policy-making in the fields of school, VET and adult education
 - Knowledge of contents, areas and methods of Erasmus+ training activities.
- **SKILLS**
 - Fluent in English and Italian – both at least C2. Other languages are an asset.
 - Project management skills
 - Excellent writing, drafting, and designing skills to create exceptional Erasmus+ projects in the fields of school, VET and adult education
 - Excellent organizational and time management skills to manage ongoing Erasmus+ KA2 projects, work packages, and tasks with strong and proven ability to schedule resources - resource management, planning and prioritising skills.
 - Excellent problem-solving skills and the ability to identify and mitigate risks in ongoing projects
 - Outstanding communication and interpersonal skills
 - Coaching skills and ability to provide constructive feedback
 - Remote communication and remote working skills
 - Strong networking skills
 - Ability to critically analyse courses and activities in the context of EU policies
 - Basic computer skills (emails, presentation, word).

How we will measure your impact

- Number of submitted applications
- Success rate
- Feedback scores