

# Project Manager

## European Alternatives Mission & Values

European Alternatives works to promote democracy, equality and culture beyond the nation-state and imagine, demand and enact alternatives for a viable future for Europe.

### WE ARE DOING THIS AS WE:

- Articulate a radical, long-term vision of democratic, just and culturally-open politics, society and culture beyond the nation-state for Europe and for the world.
- Experiment with forms of action that contribute to transformative change in political institutions, society, the economy and imagination.
- Build the capacity, the mutual-awareness and connection of members, activists and organisations working in line with our values.
- Advance and defend human, fundamental, civic, democratic and social rights across borders.

### OUR VALUES GUIDE HOW WE WORK TO PURSUE OUR MISSION:

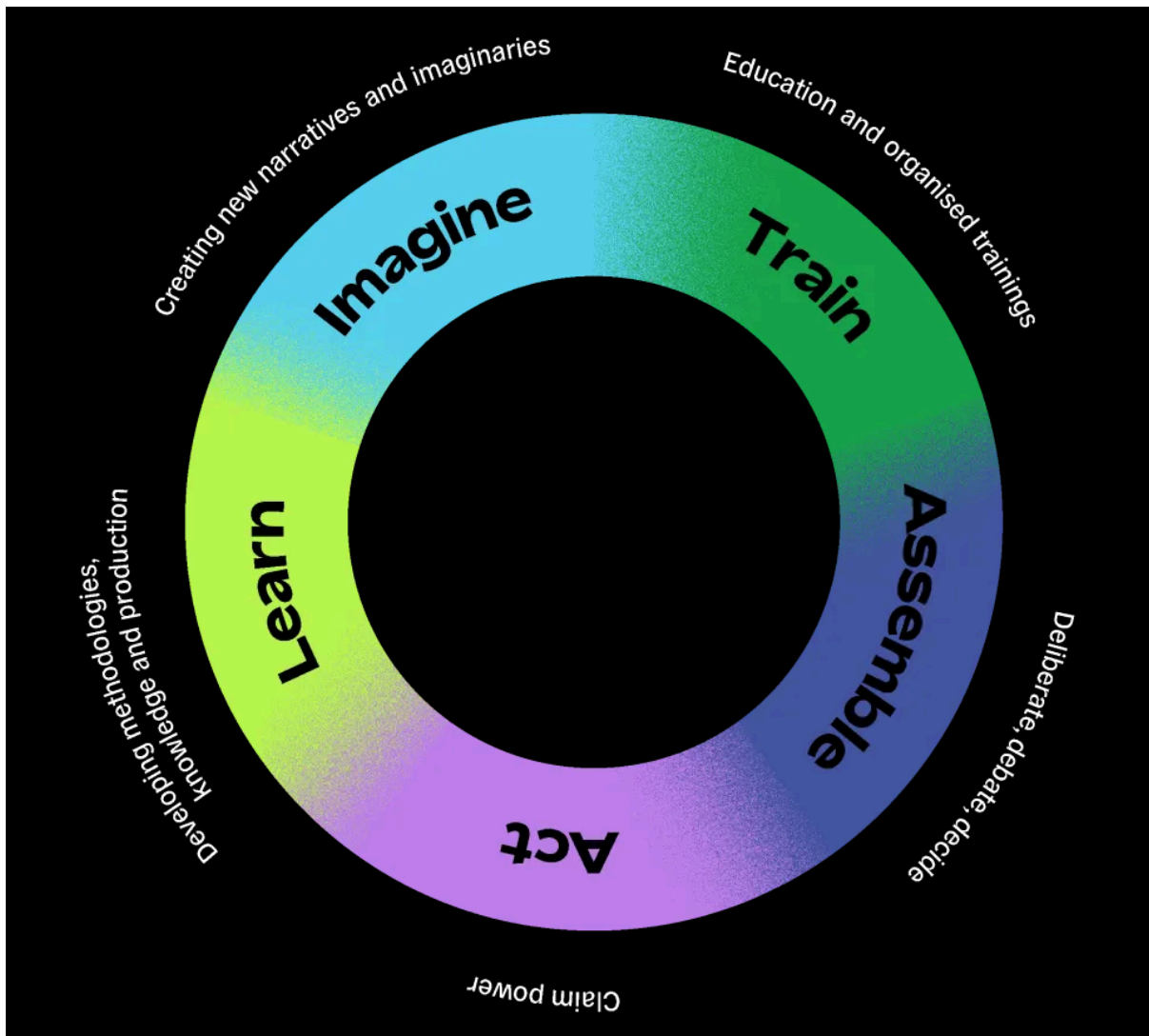
- Transnational and local: we believe local and regional initiatives benefit from going beyond national boundaries and interests
- Transdisciplinary: we believe alternatives are generated at the intersection of disciplines and are enriched by diverse expertise and perspectives
- Creative and experimental: we believe in the power of the arts and culture to unlock imaginaries and in the necessity of acting and learning through experimentation
- Open, inclusive and feminist: we believe in a culturally open society and in diversity as a precondition for sustainable alternatives to emerge
- Empowering and participatory: we provide the space for citizens to network and ensure our activities and events give space for co-creation and participation
- Anti-eurocentric: we believe involving other parts of the world in our reflections and activities is necessary to make new alternatives emerge

### STREAMS

European Alternatives engaging a variety of networks gathering grassroots representatives, CSOs, activists, academics and artists. Those networks and their actions are categorised into 5 streams:

- Imagine: Experiment in self-expression, using artistic innovation to create and play with new narratives, imaginaries, and representations, and offer diverse formats for learning and being together
- Act: Carry the demands of activists, social movements, to exert influence on decision-makers at local, national & european-level
- Assemble: Hold spaces for deliberation, decision-making and first hand experience of democracy at community-level.

- Train: Increase the capacity levels of participants in areas relevant to opening the civic and political space at the level of Europe and to the promotion of alternative narratives about Europe
- Learn: Ensure research-informed learning of transnational trends, dynamics, needs, risks and opportunities, within European Alternatives, among the wider ecosystem, and in political institutions



## The Role

By joining European Alternatives, you will take on the role of Project Manager for the project “Democratic Odyssey”.

We are seeking an experienced and passionate Project Manager to join our transnational dynamic team, in this project which is entering its operational phase after two years of preparation with partners at European University Institute, Particip-action and Mehr

Democratie amongst others. The [Democratic Odyssey](#) is a crowdsourced, decentralized and collaborative campaign developing a concept and strategy to institutionalise a permanent peoples' assembly in the European Union. The campaign is led by scientific coordinator at the European University Institute and co-managed by a consortium of over 25 academic, civil society, campaigning, practitioner and other organizations, including EA. Together the consortium organizes workshops, webinars, trainings, publications and comms campaigns; all linked to a holistic vision of democratic renewal.

The Project Manager at European Alternatives will be responsible for overseeing and coordinating an EU 'CERV' grant as part of the "Democratic Odyssey" project, working with three partners delivering the project, ensuring the project's milestones are completed on time, within scope, and within budget. This role requires excellent leadership, organisational, and communication skills, along with a strong commitment to our mission & values.

The Democratic Odyssey is a process consisting of organising transnational citizens' assemblies (together with scientific and institutional partners as well as veteran citizens who have taken part in previous transnational Citizens' Assemblies drawn by lot) that is envisaged as a prototype for an EU-wide European Citizens' Assembly. The aim is to showcase how citizen participation and deliberation can be enacted in all stages of the EU's policy processes, from agenda-setting and legislative initiative to co-legislation and even constitutional Treaty Change. We want to demonstrate how to combine the design of transnational citizens' assemblies with pre-existing instruments of citizen participation (such as European Citizens' Initiatives) and how to concretely embed citizen participation and deliberation in the multilayered ecosystem of representative democracy in the EU. In doing so, the project actively promotes democratic deliberation and participation by debating the urgent question of future citizen participation through citizens' assemblies and other existing democratic innovations endorsed by the Conference on the Future of Europe.

In the coming operational phase of the Democratic Odyssey, European Alternatives is responsible for coordinating the organisation of 3 in person assemblies and 8 online meetings, as a first pilot of a transnational citizens assembly between September 2024 and Autumn 2025.

The Project manager will work on a daily basis with the Co-Directors, the Deputy Director, the Head of Communications and the partners of the project (Mehr Demokratie, the European University Institute, Particip-Action). They should be located in Paris or Florence.

## Main Responsibilities

### 1. Implementation and Execution

- Develop Project Plans: Create detailed plans that cover project phases, timelines, resources, and budgets, to set the project on track
- Coordinate Project Activities: Oversee day-to-day project operations and ensure activities align with project goals.
- Resource Management: Allocate and manage resources including staff: identifying relevant EA staff members to involve depending on skills, knowledge and streams
- Partners Engagement: Maintain communication and coordination with project partners
- Monitor Progress: Track project performance against objectives, timelines, and budget
- Sustainability Planning: Develop strategies to ensure the long-term sustainability of project outcomes

## 2. Monitoring and Evaluation

- Data Collection: Gather and analyse data to assess project impact and progress, with the support of the MEL coordinator
- Reporting: Prepare regular progress reports for internal and external stakeholders
- Policy Adherence: Ensure all project activities comply with organisational policies (safeguarding policy, data protection), donor requirements, and legal regulations

## 3. Financial Management

- Budgeting: Develop and manage CERV project budget, ensuring funds are allocated and spent appropriately, with the support of the Finance Manager
- Financial Reporting: Prepare CERV financial reports and ensure compliance with donor requirements and organisational policies

## 4. Team Leadership and Development

- Team Coordination: Lead and coordinate EA staff members involved by providing guidance and support, in collaboration with the Project Director
- Training and Capacity Building: Identify training needs and facilitate capacity-building initiatives for EA team members involved

## 5. Communication and Advocacy

- External representation: Represent the project and the organisation at external events (conferences, funder coordination meetings, advocacy events)
- Communication Strategy: Develop and implement communication strategies to promote project activities and outcomes, in collaboration with the Head of Communications

## 6. Problem Solving and Decision Making

- Issue Resolution: Address and resolve any issues or conflicts that arise during the project lifecycle.
- Decision Making: Make informed decisions to keep the project on track and adapt to changing circumstances.

## Candidate qualification

### Education and experience

- Degree in policy, EU affairs, social rights, political participation, law or any related field
- At least 2 years of relevant professional experience in project coordination, preferably in an NGO
- Working, academic or activism-based knowledge of civic participation or democratic rights
- Proven experience in a coordination role involving multiple stakeholders

### Skills and knowledge

- Strong understanding of project management methodologies and tools
- Excellent communication and interpersonal skills
- Ability to work with diverse profiles (grassroots activists, academics, local CSOs, institutions)
- High capacity for working in autonomy
- Proficiency in G-suite tools
- Prior experience leading or working in EU funded projects, including in a reporting capacity
- Prior knowledge of EU-wide initiatives on citizen participation

## Working conditions

- Full-time or 4 days/week
- 16 months contract
- Salary: 29.000-32.000 gross for full time depending on experience
- European Alternatives has its headquarters in Paris. A working space in Florence with the EUI team of the project can also be organised. The person recruited is expected to spend at least 3 days/week physically in the office.
- Frequent travel is to be anticipated: up to 30% of working time

## How to apply?

Send your CV and application letter to [info@euroalter.com](mailto:info@euroalter.com) with the object "Project manager Democratic Odyssey application" by the 20th of June 2024.

The first round of interviews will be held in the week of the 24th of June, online.

## Diversity & Inclusion

European Alternatives is an organisation actively seeking to move through an anti-racist and anti-oppressive journey in every aspect of its work. We acknowledge that people from under-represented backgrounds aren't included enough in the NGO sector and we are strongly committed to doing what we can to correct this. We especially want to hear from you if you feel that opportunities like this are less available to you. European Alternatives is an equal opportunities employer and particularly encourages applications from candidates with diverse backgrounds, education and working experiences.