
EYCO is currently looking for a full-time project coordinator for a period of 7 months (from 01 May to 31 December 2016).

The contract can lead to another full-time contract from 01 January 2017.

You will be stationed in Brussels, at the FEDEC-offices.

You will be working 4 days for EYCO and 1 day for FEDEC.

EYCO

The initiative to build an European Youth Circus Organisation dates back to 1995. Back then the national organisations were not strong enough to make this first initiative to a success. It came up again during the N.I.C.E. meetings in several European countries. As a result EYCO started as a formal organisation, based in Paris, France in the course of 2010.

EYCO has aims which were discussed during the preliminary NICE meetings and later in the working Group formed during the NICE meetings.

EYCO sees itself as the European umbrella of the national youth circus umbrellas in European countries.

In the menu you'll find more information on the history of EYCO, our aims, some facts and figures and the members of EYCO.

FEDEC, the hosting office

The FEDEC team is comprised of a full-time General Coordinator and a Project and Communication officer. The FEDEC team is a highly dynamic group of individuals, combining professionalism and passion with a rigorous and analytic approach to work, oriented toward results that are useful to the network members and their partners. The FEDEC culture is one of mutual support and dynamism.

JOB DESCRIPTION

In collaboration with and under the responsibility of the General coordinator and Project and Communication officer, your mission will be first to maintain the EYCO secretariat in its daily activities and strategic objectives through practical tasks of main project and event management: statutory and regular meetings, administrative assistance, communication and information tools, and services to members.

1. Administration - Network animation and association daily life

- a. Organisation and follow up of the statutory meetings: 5 board Meetings, 1 General Assemblies a year (agendas, invitations, preparation of the Reader, follow up of presences, and writing of the meetings minutes)
- b. Elaboration of the preparatory documents (*readers*) for the Board and General Assembly meetings (layout and dissemination)
- c. Support with practical organisation of the MB and GA in the framework of the NICE meeting
- d. Follow up of attendance rates, management of proxies and contributions of members in-kind for each meeting
- e. Note-taking during different meetings, drawing up minutes
- f. General administrative support for the association (post, archives, phone calls, edition, layout, sending the convocations for the GA, MB, preparation of files)
- g. Follow up of the statutes and legal obligations, declaration of future changes in statutes to the French directory
- h. Work in close cooperation daily board
- i. Act as secretary to management committee: arrange for EYCO meetings, take minutes,

2. Service to members and membership and communication

- Information on and for future eyco members/Follow up of membership
- Follow up /monitoring of eyco members: follow up of their activities and projects
- Monitoring communication tools, newsletters, website, facebook page

3. Management of 2 flagship projects: CATE and PEYC

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4. Annual grant application and management

- Editing of the EYCO annual report
- Drafting a working programme to be validated by MC

PROFESSIONAL EXPERIENCE AND KNOWLEDGE

- Ability to work independently and autonomously, pro-active
- Being a fast learner, having a positive attitude towards projects ("can do" attitude), coping well with stress and with a sense of humour
- Direct, knowing how to clearly communicate his/her difficulties and pro-active in solving them
- Methodical, having organisational skills, knowing how to prioritize and plan diverse tasks; rigor and respect of deadlines
- Motivated, flexible and working long hours and weekends
- Excellent interpersonal and communication skills, Interpersonal skills necessary to the work in a multinational context
- Experience with project management in the cultural and/or social field
- Ability to assimilate, classify and disseminate information on different subjects and for different audiences/target groups
- Ability to take into account the financial and budgetary data and develop working relationships with external providers
- Taste and availability for occasional travel in Europe
- Computer literate: social media and computer literate - good command of communication tools (Excel, Word – layout and mailing, Power Point), maintaining website.
- Analytical and writing capacities
- Fluent in French and English
- ??Ability to work with a Managing Board in several European countries and worldwide

Assets - not essential, but a plus would be:

- Being familiar with European policy and application
- Interest in arts education and creativity in the framework of a European network
- Knowledge of circus

We offer

- Contract of 8 months, from May, 1st to December, 31st, 2016
- Salary will be according to French law

Suggestions from Gaelle's example:

Proven experience in project management and reporting in European projects, preferably acquired within European networks specialised in vocational and higher education in general or in performing arts

- Experience of DG EAC's programmes would be an asset
- Knowledge and experience in the management of associations (organisational and statutory issues) or fast learner
- Master or specialised Bachelor and professional experience

Coordinatrice générale du réseau FEDEC (KA3 ET) - Chargée de programmes triennaux et annuels, recherche de fonds, gestion financière et RH, coordination et animation de réseau et de groupes de réflexion thématiques, projets et études, relations extérieures

Coordination générale des programmes

- Consultation du réseau sur les besoins en termes de développement et de position stratégique
- Coordination du réseau en vue de l'écriture du programme d'activité annuel et tri annuel
- Ecriture du programme de travail de l'association 2009,2010, triennal 2011-2013, annuel 2014 et le triennal 2015-2017 (75/100 points) de la demande de subvention (Jean Monnet –KA3, Support for Policy Reform - Civil Society Cooperation in the field of Education and Training–), montage de projet avec les équipes et membres 2012 + 2013-2015 en Leonardo –Alliances de compétences-Skills alliances, et INTENTS - sous la ligne KA2 –Partenariats stratégiques de la formation professionnelle d'Erasmus + sur la profession de professeur classé 3^{ème} en France avec 92/100 points
- Développement d'autres projets et financements complémentaires (AEF-visite préparatoire aux projets multilatéraux, Jeunesse en Action, Erasmus+, Creative Europe)
- Ecriture du rapport d'activité EU, coordination du rapport financier EU, et relations avec l'Agence exécutive EACEA et la DG EAC Unité A.1 Europe 2020, Investment Plan, Education and Training 2020 (évalués à 8/10)
- Formatrice intervenante " FINANCEMENTS EUROPÉENS ET CULTURE " organisé par le LABA formation ayant pour objectif d'apporter aux stagiaires des outils et ressources nécessaires à l'élaboration d'un projet de coopération multilatéral, territoriale en vue de répondre à

des appels d'offres européens et internationaux. <http://lelaba.eu/programme.pdf>

Animation de réseau, projets

- Coordination de la consultation des membres de l'AG
- Coordination des groupes 2,3, 5,6 sur les besoins en renforcement des compétences clés des professeurs et de directeurs pédagogiques et artistiques, la mobilité des étudiants et besoins en recherche appliquée à l'enseignement et création en arts du cirque
- Coordination de SAVOIRS (2011-2012), l'enquête ESCALES (2011-2013) sur la Mobilité et MIROIR(2009) dialogue sur les compétences clés et employabilité des jeunes professionnels des arts du cirque entre les écoles, artistes, et employeurs + MIROIR03 (2015-2017)

Défense d'intérêts et réseautage

- Missions de représentation de l'éducation arts du cirque et relations extérieures
- Dialogue avec les autres réseaux et participation aux débats relatifs à l'éducation, aux arts, jeunesse, aux compétences clés et définition des professions (EUCIS LLL, ELIA, AEC, Polifonia, Circostrada, HorslesMurs,, etc.)
- Missions de défense d'intérêts (advocacy) au niveau européen, accompagnement national à la création de fédérations
- Experte du groupe SREF ARTS, ENTERTAINMENT AND ACTIVE LEISURE /sous-groupe Arts vivants d'ESCO pour la définition des métiers du secteur Arts du cirque et arts vivants et les filières de formation y donnant accès et le groupe EDUCATION (lancement fin 2015)
- Contact avec les partenaires professionnels locaux, régionaux, nationaux et internationaux
- Contact et réseautage avec des membres ou partenaires potentiels pour des projets futurs

Coordination d'équipe, DRG, RH

~~-Coordination réunion d'équipe et suivi des projets (validation des méthodologies de projets des chargées de mission, des devis, factures)~~

~~-GRH et personnel: du recrutement, des RDV individuels (bilans et évaluations), négociations de rémunérations, et correspondance avec les délégués RH du CA FEDEC, encadrement et formation des nouvelles personnes, préparation des contrats, avenants et de fin de contrats (contrats d'emploi, contrats smart, fin de contrats, documents de départ);~~

~~encodage des fiches de paie, validation des calculs test d"SD worx (secrétariat social), suivi des congés individuels, suivi des heures de récupération et des absences, commande et distribution des "lunch-pass", vérification et remboursement des frais de transport, préparation et envoi des documents légaux, suivi des assurances liées à l'emploi de personnel~~

~~- Coordination des prestataires de service généraux et logistique (llocation matériel, traductions des études en plusieurs langue, graphisme)~~

Gestion budgétaire et financière

~~-Budget et trésorerie : élaboration de budgets, du plan de trésorerie, et de bilans trimestriels~~

~~-Imputation comptable et enregistrement des factures entrantes et sortantes : émission, vérification des paiements, rappels—done by Aurelie ?~~

~~-Contrôle de gestion—et coordination avec le bureau comptable/relations avec la banque et commissaire aux comptes—réviseur~~

~~-Comptabilité quotidienne de l'asbl (création de bons de créance, paiement des factures, des rémunérations, rappel des cotisations non payées, tenue de la caisse...)~~

GOGLE TRANSLATE - SORRY FOR POOR ENGLISH

general coordinator of the FEDEC network (KA3 ET) - In charge of three-year and annual programs, fundraising, financial management, HR, coordination and network animation and thematic focus groups, projects and studies, external relations

overall program coordination

- Network Consultation on the needs in terms of development and strategic position
- Network Coordination for writing the annual and annual sorting activity program

- Writing of the association's work program 2009,2010, triennial 2011-2013 Annual 2014 and the three year 2015-2017 (75/100 points) of the grant application (Jean Monnet -KA3, Support for Policy Reform - Civil Society Cooperation in the field of Education and Training-) editing project with team members and 2012 + 2013 to 2015 by Leonardo -Alliances skills-skills alliances and Intents - under the line KA2 strategic -Partnerships vocational training of Erasmus + on the profession of the number 3 in France with 92/100 Points
- Development of other complementary projects and finance (AEF-preparatory visit to multilateral projects, Youth in Action, Erasmus Programme, Creative Europe)
- Writing the EU progress report, coordination of EU financial report, and relations with the EACEA Executive Agency and DG EAC Unit A.1 Europe 2020 Investment Plan, Education and Training 2020 (valued at 8/10)
 - Intervener Trainer "EUROPEAN FUNDS AND CULTURE" organized by the LABA training that aims to provide the trainees with the tools and resources needed to the development of a multilateral cooperation project land to meet calls for European and international deals. <http://lelaba.eu/programme.pdf>

Network animation projects

- Coordination of the consultation of the GA members
- Coordination of groups 2.3, 5.6 on the need for strengthening key competencies of teachers and educational and artistic directors, student mobility and research requirements applied to teaching and creation in the circus arts
- KNOWLEDGE Coordination (2011-2012), the ESCALES survey (2011-2013) on Mobility and MIRROR (2009) dialogue on key skills and employability of young professional circus arts among schools, artists and employers + MIROIR03 (2015-2017)

Advocacy and Networking

- Educational Missions of representation of circus arts and External Relations
- Dialogue with other networks and participation in debates on education, the arts, youth, key competences and definition of Occupations (LLL EUCIS, ELIA AEC Polifonia, Circostrada, HorsLesMurs ,, etc.)
- Advocacy Missions (advocacy) at European, national support for the establishment of federations
- Expert group STEF ARTS, ENTERTAINMENT AND ACTIVE LEISURE / Performing Arts subgroup ESCO for the definition of the Circus Arts, Art and crafts sector and training courses are giving access and group EDUCATION (launch end 2015)
- Contact with local business partners, regional, national and international
- Contact and networking with potential members or partners for future projects

Team coordination, DRG, HR

- Team meeting coordination and monitoring of projects (project validation methodologies for performing missions, quotes, invoices)
- HRM and staff: recruitment, individual meetings (reviews and assessments), pay negotiations and correspondence with delegates HR CA FEDEC, supervision and training of new people, preparation of contracts, endorsements and end contracts (user, smart contracts, end of contract, departure documents) encoding payslips, calculations of SD validation test worx (social secretary), monitoring of individual leaves, followed by hours of recovery and absence, control and distribution of "pass lunch", verification and reimbursement of transportation costs, preparation and submission of legal documents, monitoring of insurance related to the employment of staff
- Coordination of general service providers and logistics (Location material, translations of several studies in language, graphics)

Budgetary and financial management

- Budget And cash: developing budgets, cash flow plan, and quarterly reports
 - Imputation accounting and recording of incoming and outgoing invoices issuance, verification of payments, reminders - done by Aurelie?
 - Management and coordination control with the accounting office / relationship with the bank and auditor
 - auditor
- daily -Accounting vzw (creation of good debt, paying bills, pay, reminder of unpaid contributions, keeping the cash ...)