

JOB DESCRIPTION

Job Title: **EuropeAid Partnership Manager**

Reporting to: Head of Plan EU Office

Line management

responsibility: One EU Funding officer and one assistant

Based in: Brussels, Belgium (Plan EU Office)

Status: Full time (5 days/week)

Summary:

Plan Europe is a regional network within Plan International, one of the largest international children’s development organisations in the world, which links 12 European national offices of Plan and our 50 programme countries around the world with the Plan EU Office in Brussels. Plan Europe strives to ensure that the promotion and protection of the rights of the child is a priority for the EU’s external action in policy and practice.

The Plan EU Office is the account holder for EU development aid (EuropeAid/DevCo) on behalf of the Plan family. The Account Manager oversees the fundraising process and the engagement strategy with the EU. Its role is to maximize funding potential for Plan as a whole and influence the EU around Plan priorities and approaches. He / she is responsible to ensure that there is a coherent and managed approach to EuropeAid, presenting a “One Plan” face to the donor. This position is designed to ensure that Plan is effective and efficient in its fundraising (and influencing) with EuropeAid and that it has effective and contractually compliant systems and processes to deliver any programme and manage any contract.

Key Responsibilities

1. ***Strategy* – to lead Plan’s EU resource mobilisation and engagement strategies, setting strategic priorities and monitoring its overall implementation:**

* Establish the EuropeAid Partnership Manager as a strategic focal point for EuropeAid around Plan priorities
* Lead on a strong and strategic partnership between Plan and EuropeAid staff, including with EU Delegations through Plan’s Country Offices.
* Monitor and analyze relevant EU development trends and donor intelligence, and provide strategic advice to Plan on possible impact and best way to adapt
* Provide strategic advice to Plan’s National and Country Offices on which EU opportunities to prioritise and pursue, and which proposals to submit.
* Develop clear protocols for sharing information, communicating and engaging with EuropeAid in strategic and policy issues across the organisation.
* Monitor, analyse and report on Plan success rate with EC thematic and geographic budget lines, including return on investment and comparison with peer NGOs.

1. ***Implementation* – to set up effective systems and processes to assist Plan’s implementation & management of EuropeAid contracts to high levels of professionalism and consistency, across the entire grant cycle**

* Lead the efforts to ensure greater coordination and collaboration among Plan European members in EU funded proposals;
* Establish and lead on an EC Grants taskforce composed of Plan entities;
* Monitor, analyze and report on relevant donor requirements, in particular EC Financial Regulation, application and implementation procedures;
* Monitor, analyze and report on child rights mainstreaming in EU’s external aid budget lines (DCI, EDF, EIDHR, etc);
* Identify funding opportunities for activities relevant to Plan’s work and keeping Plan entities regularly informed to facilitate access to these resources; in particular, regular updates on upcoming calls, monitor geographic and thematic allocations (global and in-country calls)
* Provide advice and assistance to Plan entities on proposal preparation and management of EU grants including contacting relevant EuropeAid officials in Brussels, providing technical advice on proposal writing and on EU contract compliance (it does *not* include the actual writing of proposals).
* Provide advice and support to audit preparation of EC funded projects
* Support the coordination among Plan entities on EU funding proposals; in particular, encouraging proposals submitted by consortia of National Offices (NOs), facilitating the matching between NOs and Country Offices (COs), exchanging best practices of EU funded projects and organizing an annual EU funding meeting for Plan entities.

1. ***Capacity-building* – to strengthen capacities of Plan staff in accessing and implementing EU grants**

* Develop capacity-building tools, mainly training material, but also briefing papers on contract compliance issues and EuropeAid funding modalities.
* Develop a training strategy for Plan, including M&E process
* Deliver trainings and support EU grant inception workshops.

1. ***Networking & Outreach***

* Represent Plan EU in relevant NGO networks such as CONCORD, and VOICE; in particular, an active lead in the Funding for Development and Relief (FDR) working group of CONCORD;
* Represent Plan EU and NGO networks at meetings or events with EU institutions and other external stakeholders
* Represent Plan EU in all relevant grants and programmes networks within Plan.

1. ***Others*:**

* To support the Head of Office and participate in senior management decisions
* To manage sub-contracted consultants for grants work providing inputs and ensuring that all contractual obligations are fulfilled;
* To support Plan Europe’s branding in a consistent way;
* To contribute to the advocacy strategy of Plan EU Office with specific lead on programmatic advocacy themes;
* To keep abreast of the current development issues and funding trends.
* To work cooperatively and supportively with Plan EU team and other Plan entities
* To ensure that all activities undertaken on behalf of Plan, externally or internally, are executed in accordance with the overall aims of the organisation and in line with Plan’s policies and procedures.
* To participate in training and other activities as requested by the organisation.

Skill requirements:

## 1. Experience and Knowledge

* MA or equivalent in a relevant field (Development, European Studies, Human Rights, Political Science, etc.);
* At least 5 years professional related experience
* Solid experience in leading institutional donor strategies
* Proven track record in raising significant funds from major donors, including EuropeAid
* Understanding of the EU institutions and its decision-making processes
* Good knowledge of EuropeAid’s interests, priorities and compliance mechanisms
* Proven expertise in EU external relations policies and trends;
* Experience in facilitating trainings and workshops
* Experience of managing EC grant contracts an asset

1. **Skills**

* Fluent in oral and written English and excellent working knowledge of French. Spanish an asset.
* Proven strategic relationship management skills
* Proven problem solving and strategic planning capability with creative skills to support the development of strong proposals;
* Excellent communication, networking, and inter-personal skills;
* Excellent strategic, analytical and problem-solving skills;
* Innovative and creative thinking in relation to programmatic advocacy;
* Proven strategic relationship management and networking skills
* Excellent coaching, training and facilitation skills
* Good knowledge of computer tools.

1. **Personal Qualities**

* Independent professional able to lead a small team to contribute to the overall goal of the organization;
* Flexible, willing to share information and to take up various tasks done in a small office;
* Managing all relationships inside Plan and outside constructively, diplomatic and with discretion;
* Sense of service for other Plan staff and the Plan Europe board;
* Capacity to work in a multi-cultural environment;
* Ability to meet deadlines under pressure;
* Willingness to travel.

***How to apply?***

**To apply for the post**, please send a single page letter outlining the skills and approach that you would bring to the post, your self assessment against the requirements and competencies, together with your CV (no photos) to [alexandra.makaroff@plan-international.org](mailto:alexandra.makaroff@plan-international.org) **by 25 April 2014, 6pm Central European Time**, with the title “EuropeAid Partnership Manager”. Interviews will take place in Brussels during the **week of 12th May 2014.** We regret that only short-listed candidates will be contacted.