

# CALL FOR PROJECT MANAGER

DYPALL Network, Portimão, Portugal

**DEADLINE 5 MARCH 2017**

## **DYPALL Network is currently seeking a full-time Project Manager**

DYPALL Network is a European initiative created by municipalities and civil society organizations from more than 20 European countries. DYPALL Network focuses on developing youth participation at local level, through the development of strategies, building structures and relations of trust and cooperation between actors. This necessity and the similar experiences of several partners, made visible the common need to **reinforce participation not only among young people but among all citizens**. Through this initiative, **partners aim to work in a stable and systematic way on themes of common interest and strengthen the cooperation among local authorities (LA), civil society organizations (CSO) and citizens, where the creation of mutual understanding and learning spaces are the main goals**.

The Project Manager is responsible for the development and supervision of international projects following the Network's work programme. She / He reports to the Director.

### **What we expect:**

- Independent development of international projects (training courses, conferences, seminars) in coordination with implementing partners
- Partner assistance and management of communication strategy
- Contribution to advocacy of the Network in relevant local, national and European spaces
- Supervision of daily work of interns and volunteers in projects implemented in Portimão
- Responsibility for DYPALL office work in absence of director (e.g. during vacations)

### **What is important to us:**

- You work independently and have a developed sense of responsibility
- You are organised and structured, able to follow several work tracks in parallel
- You have a proven track record of project application writing and/or project implementation. Experience in writing and implementing Erasmus + and Europe for Citizens projects is an asset.
- You have an understanding of the youth field in Europe and willing to engage in a diversity of debates
- You have at least 1-2 years of experience in relevant positions with same level of responsibility
- You are able to function in changing intercultural and social conditions
- You are fluent in English (written and oral skills) and at least one more European language.
- Understanding of Portuguese is an asset.
- You have skills in communication tools (especially web-based)
- Experience in training and education methods is an asset
- You enjoy travelling and representing the Network in a variety of events. You are available for occasional work outside regular office hours

- You are a team player
- You are flexible and reliable

For a detailed job description please refer to Annex 1.

### **DYPALL Network offers**

- a full-time (38h) post on a contract with 1-year duration and possible extension for additional 1-year periods.
- salary to be agreed depending on experience, subject to Portuguese tax and social security systems. Phone and public transport subscription offered.
- an open, positive and engaging working atmosphere in an international environment

Unfortunately DYPALL Network **cannot** sponsor work visa, so only applicants with the right to work in Portugal will be considered.

**Start Date: as soon as possible**

**Office Location: Portimão, Portugal**

### **How to apply**

Interested candidates are requested to submit their application by attachment to an email to [info@dypall.com](mailto:info@dypall.com) until 5 March 2017, email subject “**application project manager\_last name**”. The application must include a current CV and a cover letter outlining the motivation for this position at DYPALL Network, both comprised in a single pdf document which includes first and last name of the candidate in the document name. The interviews for the position will take place in between 7 to 14 March.

In case of questions, please do not hesitate to send an email to [silvia.pieretto@dypall.com](mailto:silvia.pieretto@dypall.com)

## Annex 1. Job Profile

### Project Manager of DYPALL Network

The Project Manager is responsible for the development and supervision of international projects following the Network's work programme. She / He reports to the Director.

- Independent development of overall project cycle of international projects (training courses, conferences, seminars) in coordination with implementing partners
  - Liaise with partners for project development through the call for proposals
  - Content development in coordination with partners
  - Liaise with partners and stakeholders to ensure relevant project content and quality implementation
  - Project budget implementation
  - Reporting and documentation
  - External and internal communication of project implementation and results

DYPALL's projects are developed by the Portimão office and/or by the partners at national or European level. Projects take various forms: conferences, seminars, training programmes, publications and websites. Check [www.dypall.com/activities/](http://www.dypall.com/activities/) for an overview.

- Partner assistance and management of communication strategy
  - Liaise with partners
  - Communication and assistance of interested stakeholders and new partners
  - Update and management of the website on a weekly basis
  - Update and management of the Facebook Page on a weekly basis
  - Drafting and dissemination of the bi-monthly newsletter
- Contribution to advocacy of the Network in relevant local, national and European spaces
  - Representation of the Network in a variety of events at national and international level
- Supervision of daily work of interns and volunteers in projects implemented in Portimão
- Responsibility for DYPALL office work in absence of director (e.g. during vacations)

#### What is important to us:

- You work independently and have a developed sense of responsibility
- You are organised and structured, able to follow several work tracks in parallel
- You have a proven track record of project application writing and/or project implementation. Experience in writing and implementing Erasmus + and Europe for Citizens projects is an asset.
- You have an understanding of the youth field in Europe and willing to engage in a diversity of debates
- You have at least 1-2 years of experience in relevant positions with same level of responsibility
- You are able to function in changing intercultural and social conditions
- You are fluent in English (written and oral skills) and at least one more European language.
- Understanding of Portuguese is an asset.
- You have skills in communication tools (especially web-based)

- Experience in training and non formal education methods is an asset
- You enjoy travelling and representing the Network in a variety of events. You are available for occasional work outside regular office hours
- You are a team player
- You are flexible and reliable

### **Terms and conditions**

After a probation period of 3 months, the position will be full-time (5 days a week, 38h) post on a contract with 1-year duration and possible extension for additional 1 year periods.

Salary to be agreed depending on experience, subject to Portuguese tax and social security systems. Phone and public transport subscription offered.

The start date is as soon as possible

The office location is in Portimão, Portugal

## Annex 2. About DYPALL Network

Since 2011, a group of international partners dedicated efforts in fostering the potential of young people to be active citizens and actors of real social change in their local communities as well as in their regional and international realities. Our experience strengthened also our belief that involving young people in decision making is an intrinsic way to empower them and to increase their sense of belonging and active citizenship, investing in youth as an active voice and a fundamental actor of the development of their local communities.

In line with the Council of Europe “European Charter on the Participation of Young People in Local and Regional Life”, as well as the EU funding principles of encouraging the participation of young people in democratic life, and following the latest development of youth work in Europe, like the Declaration of the 2<sup>nd</sup> Youth Work Convention, in 2015, DYPALL came to be as a Network to focus on enhancing local and regional level action in youth work, creating an effective and sustainable involvement of youth on decision-making in cooperation with local authorities.

The partners **of DYPALL Network – Developing Youth Participation at Local Level**, believe that the “local-level focus” is the way to go and have been working for about two years now to establish a network that could work in a stable and systematic way on themes of common interest and strengthen the cooperation among local authorities (LA), civil society organizations (CSO) and young people, focused on the creation of mutual understanding and learning spaces to build capacity, empower and support the development of these local actors for them to shape local youth work. DYPALL Network works towards the development of strategies of cooperation, building structures and relations of trust among actors. Among a wide range of diverse but complementary activities implemented by and with its members, DYPALL Network involves and strengthens cooperation among municipalities and organisations working in the field of youth at local level.

Our main activities include:

- international conferences and seminars, to exchange practices involving directly decision-makers of local authorities as well as youth workers and youth leaders, and reinforce the Network as influencing actor in the youth field in Europe
- training courses, to build a common understanding of youth participation in decision making and reinforce capacity both of municipalities and CSO, to create instruments and tools and policies for youth and youth participation at local level
- study visits and mobility actions, to learn from each other, to exchange practices and to work on how to adapt and transfer them to our own local reality

The work done so far shows that in this quest to develop a new culture of youth participation there is no need to start from scratch: we already have practices being implemented that constitute a diverse range of examples across Europe. DYPALL’s role in this is to mainstream them, bring them together and make sure that all stakeholders are not only empowered to take action in the field but they also have the space to do so.

More information [www.dypall.com](http://www.dypall.com)