

Ballymun Job Centre (BJC) is currently recruiting for the position of:

European Project Assistant

The BJC is involved in a number of European funded projects which focus on the development of innovative approaches to labour market access, and we are looking for an EU Project Assistant who will work closely with the Management and EU Projects teams to provide support on the successful development and delivery of the projects from planning right through to completion to ensure that the project goals are achieved.

The main duties that the EU Project Assistant will undertake include:

- Assist in the project management and administration duties of all BJC EU projects.
- Assist the EU project team to carry out the tasks / implement the actions, as agreed within the project contracts for EU and other Projects where BJC is a lead or partner.
- Assist in the development of project plans, budgets, and reports.
- Provide support to the EU Projects Manager and meet to agree a work plan for the EU Projects.
- Assist in the monitoring and evaluation of project progress and ensure that any issues that may arise are identified and addressed.
- Attend all EU project team meetings and take and distribute minutes.
- Work with project partners on the implementation of the project outputs.
- Organise meetings, workshops and other events and assist in the creation of reports, presentations, meeting agendas and other documents.
- Assist in creating and maintaining effective office systems including data management.
- Support the project dissemination and social media strategy.
- Assist in the organisation of and attend transnational meetings when needed.
- Develop and maintain effective communication and good working relationships with BJC funders, partners, and other stakeholders.
- Assist in the writing of interim and final reports relating to project activities.
- Contribute to the development of new project ideas, proposals, and applications.

The ideal person is self-motivated with the capacity to work effectively within a team environment and to establish and maintain strong working relationships with partners and stakeholders. They should have a relevant qualification, experience in a similar role and excellent English language skills, both written and verbal. They should have excellent inter-personal, planning, organisational, networking and communication skills a good understanding of all social media platforms.

Travel is an essential part of this role and candidates must be willing and able to travel internationally as required. Some evening and weekend work may also be required.

This position is full time and is offered on an initial one-year fixed term contract. Following shortlisting, successful candidates will be invited to attend for interview.

Salary for this position is on a scale between €28,865 and €38,924 depending on experience.

**To apply** - Please forward a letter of application with CV by 5:00pm on Friday 14<sup>th</sup> April 2023 to:

Sandra Roche, HR Manager, Ballymun Job Centre, Ground Floor Civic Centre, Main Street Ballymun, Dublin 9 or email [roches@bmunjob.ie](mailto:roches@bmunjob.ie)

**The Ballymun Job Centre is an equal opportunities employer and welcomes applications from all qualified candidates.**