**Job description - Project Officer for DREE project**

**(16 months contract, starting from 1.01.2023)**

**REPORTS TO:** Funding and Grants Coordinator

**PURPOSE OF JOB**: To manage the implementation of **the Disability Rights in the European elections (DREE)** project The general objective of the project is that by 2024, when the next EU elections will take place, persons with disabilities engage and are active both as voters but also as political activists and candidates. We want increased turnout of voters with disabilities, but also for them to be able to vote accessibly and in secret.

**Core Responsibilities:**

**Advocating and building capacity to enhance political participation of persons with disabilities in the EU elections**

* Coordinate and manage EU-funded project “DREE Disability Rights in the European elections”
* Organisation of accessible capacity building activities at national level in 7 Member States in spring 2023 (There will be organised at least 1 face to face training/workshop and 1 online (or hybrid) per country).
* Supporting the activists / change makers with disabilities trained in the first part of the project and participating in the EPPD in organisation of follow up activities reaching out mainly the community of persons with disabilities.
* Contribute to the organisation of the 5th European Parliament of Persons with Disabilities (EPPD), in May 2023
* Supporting EDF national members in assembling delegations to the European Parliament of Persons with Disabilities (EPPD).
* Development and implementation of awareness raising communication campaign around European Parliament elections on national and European level.
* Support EDF and its members in their campaign on political participation of persons with disabilities.

**Project management:**

* Draft background documents (including deliverables, project and meeting reports)
* Coordinate with our financial manager to ensure sound financial management and reporting of the projects
* Liaise with our communications team to cocreate the awareness raising campaign, to edit, update and maintain communication channels, such as websites and other knowledge pooling platforms for assigned projects
* Track project developments/ deliverables
* Provide logistical support to the project

**Required skills and experience:**

* Experience in managing multi-country projects with a range of partners and ensuring a smooth organization of the work
* Solution oriented
* Experience in managing teams, including remotely
* Ability to build and maintain trusted relationships, and a natural ability to work in cross-functional and multi-cultural teams
* Confidence to convene and moderate inclusive and accessible meetings and engage with project partners
* General experience in proactively managing project teams, ensuring the timely delivery of results including timely reporting to funding authorities.
* Fluency in English, excellent verbal and written communication (other languages are a plus)
* The ideal candidate will have a sound project management background, is hands on and an organized self-starter.