



CIVIL SOCIETY FORUM

Vacancy Announcement Programmes Lead

Civil Society Forum e.V. (CSF/Forum) (<https://csf-ev.org/>) is looking for candidates for the position of Programmes Lead (maternity cover) at the Civil Society Forum e.V. This employee will be based in the CSF Secretariat's office in Berlin, Germany working on a full-time basis, foreseen between **01 November 2024 and 31 December 2025**, with a possibility of extension. If the candidate can start earlier than 01 November, that is also possible.

The Civil Society Forum is a network of non-governmental organisations working across Wider Europe. Our vision is to build a civil society beyond borders across the entire continent. Established in 2011 as a bottom-up, non-partisan civic initiative, the Forum serves as a platform for joint activities, common positions, support, solidarity, and civic influence on policy- and decision-making at the (inter)governmental level. The Civil Society Forum aims to build bridges between civil societies, based on shared values of pluralistic democracy, rule of law, human rights, social and climate justice.

Job summary

As Programmes Lead, you will be responsible for operative oversight, coordination and implementation of CSF's projects and programmes. You will work closely with and report to the CSF Executive Director. The general duties of your job will include, but are not limited to:

- coordinating, implementing and monitoring of various activities of the Forum,
- leading the work of the Programmes department and supervising and managing the Programmes team, including between two and four project managers,
- coordinating organisation of the CSF e.V. Annual Conference and General Assembly,
- developing, optimising and publicising CSF projects and programmes like Europe Lab, Confronting Memories and our Partnership Projects,
- developing activities and events related to the strategy and development of our upcoming Berlin Hub,
- fundraising and donor relations; including contract management, reporting and evaluations for our projects and programmes,
- ensuring compliance with CSF e.V. policies and relevant rules and regulations; managing contracts with relevant sub-contractors/ service providers,
- liaising with other CSF teams (communications, finance, administration etc),

- organising weekly online and offline team meetings; etc.

Requirements/Qualifications

- At least 7 years of proven experience in the field of project and/or event management (experience in an international NGO, conference management or team leadership). Experience in supervising team members.
- Solid experience in managing projects that use public funding, plus experience in working with European Commission funds.
- Proactivity, great leadership and interpersonal skills, with the proven ability to organise and lead our Programmes team.
- Strong administrative, communication, writing/analytical skills, problem-solving abilities and MS Office skills.
- Ability to prioritise and plan effectively; responsibility and commitment.
- Excellent writing and speaking in English and good command of Russian; native level of English and German is an asset. Other European languages are an asset too.
- Thematic expertise in the key CSF thematic areas of international cooperation, historical memory, climate and civic education is desirable.
- A valid work permit for Germany is a prerequisite for applying.

What do we offer?

- Full-time employment (40 hours per week) at the CSF Secretariat in Berlin from 01 November 2024 till 31 December 2025.
- An interesting job in a growing and innovative non-profit, involving interactions and working together with leading non-governmental actors in Wider Europe.
- A friendly working atmosphere and competent international staff.
- Good office/ remote work balance.
- Competitive NGO salary. (Accommodation/ relocation and other related costs are borne by the candidate)

How to apply:

Please send your application **until COB (close of business), 13 September 2024** CET with your CV, letter of motivation and three references' contact details to vacancy@csf-ev.org. The separate documents should not exceed 1MB. Use the same email if you have questions related to this job description.

Interviewing of short-listed candidates will be done at the CSF office or online. The introduction will take place during the first working week. Unfortunately, due to the volume of applications we receive, we will only contact applicants who are shortlisted for interviews.

For more information see:

<https://csf-ev.org/>

<https://confronting-memories.org/>

<https://www.facebook.com/europelab2020/>