

Call for project officer: Transforming Online and Offline Spaces – Inclusive and Participatory Digital Transformation

SALTO Participation & Information in cooperation with SALTO Inclusion & Diversity is looking for

1 project officer

Application deadline:

30 March 2022 23:59 CET

Responsibilities of the project officer:

- Assuring the participant management: developing and managing the call for participants and preselection (including communication with National Agencies), pre-event preparation, supporting the collection of good practices, follow-up communication...
- Assisting SALTO P&I and SALTO I&D in the overall planning and finances of the project
- Coordinate the development of the project activities and assist the trainers in developing the programme
- Elaborating on keynotes and topics of discussion and outcomes in line with the concept note and programme that will be further developed
- Organising, preparing and supporting meetings and liaising with SALTO I&D and SALTO P&I contact persons, trainers, guest speakers and persons responsible for the logistics of the residential events
- Assuring documentation, communication and outcomes of the events to the participants, guests and experts

Requested profile

We are looking for a project officer with:

- Excellent English (including writing skills).
- Used to organise and coordinate international online and offline activities
- Experience with managing events and teams: liaising with different teams and stakeholders, facilitating communication between different actors, overseeing and managing different aspects of the activities (content, budget, tools, communication & promotion, trainers, participants and speakers, external experts and service providers)

- Some knowledge on the main topics: inclusion, participation, accessibility, digital rights, innovation, digital literacy & citizenship, digital sustainability, digital skills & competencies and strategic approach to digital transformation.
- Familiarity with the Erasmus+ programme and European Solidarity Corps.
- Used to work proactively, independently and meet deadlines.
- Availability for dates of the prep meeting and events
- Previous experience within the NAs/SALTO-YOUTH network (at the national or international level) is considered an asset
- Experience in digital marketing and/communication is an advantage.
- A good understanding of digital youth work and digital transformation is an advantage

Working conditions

Tasks:

- Organising, preparing and coordinating 6 training activities and 6 online panel discussions
- Preparing and managing the call and registrations of participants
- Communication with hosting organisations (LT NA and SALTO EECA)
- Communication with participants
- Communication with experts (panel, capacity building)
- Coordinating the creation of designs and communication materials
- Organising the communication with video makers: experts, editor, etc
- Facilitating the process for training materials, info packages and programme creation
- Leading the collection of outcomes from the training activities and panel
- Tracking the project developments and organising meetings with SALTO I&D and SALTO P&I
- Reporting on lessons learned and the process after the last activity takes place

Trainers fees, travel and board & lodging:

SALTO P&I offers a lump sum of **14040€** (incl. taxes) corresponding to an average of 30h/month with an hourly rate of 30EUR/h+taxes. The monthly commitment is different and the hours are planned to be averaged over 13 months (April 2022 to April 2023), which should include preparation, communication and follow-up (evaluation and reporting). We foresee May, September, October, November, December, February, March and April as months where there are more activities taking place while June, July, August, January with very few activities. The hours should be tracked by the project officer. SALTO P&I will cover the project officer's travel & subsistence costs for the prep meeting & and events.

Dates for the preparatory meeting and events:

- Preparation meeting - April/May: TBD - residential if possible
- Panel discussions: September, October, November, February, March, April: 2h each session; Dates decided together - Online
- Training activities:
 - Residential 1 - Lithuania: 1st or 2nd week of October: 3 days
 - Residential 2 - Armenia: 3-6 April 2023: 4 days
 - Online: November, December, February, March: 2 days

Team composition

The project officer will work together with:

- 2 trainers who plan the content for the training activities (recruitment ongoing)
- Henrique Goncalves, SALTO Inclusion & Diversity
- Kadri Maripuu, SALTO Participation & Information
- Additionally, colleagues from the Lithuanian NA and SALTO EECA as well as a local trainer will support the residential training course and the study visit

Application & selection procedure

Apply no later than: 30 March 2022 23:59 CET
How to apply:

All interested officers should apply through the following online form: <http://onlineform.salto-youth.net/1864>

Selection process:

- The submitted applications will be evaluated by at least three project stakeholders in 2 categories: TOY profile/CV and applications form:
- The TOY profile/CV category will have a 40% weight on the total score and the application form category will have a 60% weight on the total score.
- TOY profile/CV and application form will be evaluated on a 1-10 point scale by each evaluator based on how well the documents showcase how the applicant meets the requirements in the requested trainers' profile.
- The application with the highest total score across evaluation categories will win the procurement.

Selection will be made by SALTO P&I and SALTO I&D, in consultation with the supporting National Agencies. If needed, organisers might request a call to clarify previous experiences and knowledge of the topics. When submitting your application, please inform us if you are doing so as an

individual or as a company. We will create the work contract based on the same conditions and can not change the contract type later. By submitting your application you give your consent to SALTO P&I and SALTO I&D to process your application for the purpose of evaluation by internal and external team members.

You will be informed about the selection by: 7 April 2022

For more information

Kadri Maripuu, Coordinator

Phone: +3726979237

Email: participation@salto-youth.net