



SALTO Participation & Information Resource Centre is hiring a **Participation Coordinator**

Do you want to work in an organisation which aims to enhance participation in democratic life across Europe?

If so, this is an invite for you to apply for a job at the Erasmus+ [SALTO¹ Participation and Information Resource Centre](#) (SALTO PI) hosted by the Estonian Agency for Erasmus+ and European Solidarity Corps, a division of the Education and Youth Board, Harno.

To support participation in democratic life in Europe, the **main role of the SALTO PI** is to help the network of National Agencies of Erasmus+ and European Solidarity Corps, as well as the target groups, to exploit the unique potential of the EU Education, Training, Youth and Sports Erasmus+ programme in providing quality information on participation opportunities, reinforcing participatory skills and fostering democratic processes in different spheres of civic society as well as developing of social and intercultural competencies, critical thinking, and media literacy.

The key responsibilities of SALTO PI in the field of education and training in Erasmus+ are:

- Raising the quality and impact of projects and activities in the field of education and training in Erasmus+, focusing on active participation and civic engagement.
- Helping to optimize the implementation, monitoring and follow-up of the priority on active participation in democratic life, as defined in the Erasmus+ programme.
- Playing a key role in guiding the National Agencies of Erasmus+ on analysis and impact evaluation of projects focusing on active participation and civic engagement.

¹ **SALTO** is a European network of Resource Centres with the mission to improve the quality and impact of the EU youth programmes (Erasmus+ and European Solidarity Corps) and to support and develop European youth work.





Based on the role and responsibilities of SALTO PI, the coordinators tasks are:

- To introduce the European strategy for enhancing youth participation through Erasmus+ and European Solidarity Corps programmes in the field of education and training and develop further strategic objectives for Education and Training fields, and for developing synergies between formal and non-formal learning fields to enhance participation;
- To support the capacity building of the NAs to take their role as enhancer of participation, including their role in the development of critical competencies for participation and in using the full potential of the digital technologies in reaching its target audiences;
- To develop expertise on and initiate reflection, discussion and cultivate awareness about the evolving trends in participation, competences for participation, involvement in democratic decision-making processes, policy developments around participation, etc.;
- To offer new and smart solutions to NAs and the European Commission, including data-rich analyses as well as innovation in approaches and methods to foster participation in democratic life and the critical competencies development needed for its quality;
- To liaise with and provide expertise and support to the European Commission for raising awareness amongst stakeholders about the objectives and developing synergies between EU Education and Youth Policy and the Erasmus+ programme;
- To facilitate processes and organise events (offline and online) to support achieving the objectives.

We are hiring a Participation Coordinator to work in SALTO Participation & Information starting from January 2023.

Competencies

- Ability to identify issues, analyse and participate in the resolution of issues/problems;
- Ability to conduct data collection using various methods;
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources;





- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities;
- Demonstrates professional competence and mastery of subject matters;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations;
- Has experience with budget planning, procurement process and procedures;
- Values and contributes to good teamwork.

Communication

- Speaks and writes clearly and effectively in English;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match with their audience;
- Demonstrates openness in sharing information and keeping people informed.

Planning & Organising

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments;
- Adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary;
- Uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent), preferably in social sciences.





Work Experience *(including voluntary work)*

A minimum of four years of responsible international experience in project or programme management in the area of participation and civic engagement is required. Experience in planning, managing and conducting transnational training programmes, organising conferences and monitoring/analysing information and data is desirable. Experience in online and/or outreach/information campaigns and projects is required. Experience in working with various formal education or training fields is desirable.

Languages

Fluency in English (both oral and written) is required; basic knowledge of Estonian is an asset.

What we offer

- Work in an ambitious and dynamic team committed to a shared cause, including an active approach to team development, trainings and opportunities for personal and professional development;
- A chance to develop your own activities and directions based on overall aims and objectives of SALTO PI;
- Benefits designed for your well-being and a healthy work-life balance, e.g. health subsidy and health days; a salary that enables comfortable living in Estonia;
- A commitment to creating a diverse and inclusive workplace that enables everyone to bring their full self to work and make a positive impact on the world.

Deadline and requirements for job application

We invite you to submit **by 1 January 2023** your **CV**, highlighting the relevance of your experiences and competence to the job, and a **motivation letter** focused on your vision in working at the SALTO Participation & Information Resource Centre.

The documents should be sent through [the RECRUR recruitment platform of the Estonian Education and Youth Board](#).

Contact

For more information, please contact the SALTO Participation & Information team at participation@salto-youth.net.

