



Project officer New Europeans

Person Specification

The successful candidate should express commitment to the objectives and principles of New Europeans and an ability to work to those aims; this should be demonstrated in the cover letter.

The post holder should be able to work flexibly as some evening and weekend work may be required.

New Europeans recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from people with disabilities, and those from black and ethnic minority backgrounds as these groups are under-represented throughout New Europeans.

Skills

- Excellent literacy and numeracy skills
- Good organisational and administrative skills
- Excellent communication skills, including the ability to tailor communications to suit context and audience, reports and participant communications
- Ability to use IT packages such as Microsoft Office, EventBrite and Mailchimp
- Self-starter with the ability to work under pressure and to meet deadlines with limited supervision
- Capacity to work with a wide variety of stakeholders such as civil society organisations, service providers, decision-makers and EU Londoners
- Capacity to work collaboratively on a range of activities working closely with colleagues and project partners

Knowledge and experience

Knowledge of community structures and work in local communities

Understanding of the structures and functioning of third sector organisations,
migrant and advocacy groups

Experience of delivering training

Experience of planning, organising and promoting events, training workshops,
public meetings and roundtables.

Experience of managing project income and expenditure

Understanding of equal opportunities practice

Desirable

OISC Registration or willingness to acquire

Education to degree level

Fluency in a second European language

An understanding of the issues faced by EU migrants

Experience in fundraising