



SALTO Participation & Information Resource Centre is hiring a

Participation Coordinator

Are you passionate about democratic participation and civic engagement and want to work in an organisation that promotes participation in democratic life through Erasmus+ and the European Solidarity Corps?

If so, this is an invite for you to apply by Sunday 19 May 2024 for a job at the SALTO Participation & Information Resource Centre and become one of our Coordinators of projects and activities related to democratic participation!

About us

[SALTO Participation & Information \(SALTO PI\)](#) is a European Resource Centre dedicated to enhancing democratic participation and the quality and impact of the Erasmus+ and European Solidarity Corps programmes by supporting their stakeholders in exploring and exploiting the unique potential of these programmes to foster [participation in democratic life](#), civic engagement and experience EU values.

Our main tasks are:

- Producing knowledge-based documents, research and resources (such as the [Youth Participation Strategy](#) and [Toolkit](#); annual mapping reports, etc);
- Showcasing inspiring Erasmus+ and European Solidarity Corps projects and [National Agency](#) practices related to the horizontal priorities;
- Collecting and sharing quality and relevant information, materials, and tools in our [Participation Resource Pool](#);
- Organising and supporting training and thematic events for National Agencies, beneficiaries and other stakeholders;
- Helping to optimize the implementation, monitoring and following-up of the priority in the Erasmus+ and European Solidarity Corps programmes.

Our target audiences include the fifty-five Erasmus+ and European solidarity Corps National Agencies across Europe; Programmes' beneficiaries, applicants and experts; and other actors connected to the topic of democratic participation and the Programmes in all fields of Youth and Education & Training (practitioners such as youth workers, researchers, civil society and political organisations, among others).



Position description

As a SALTO PI Participation Coordinator, your expected tasks include:

- Creating, implementing and/or supporting and evaluating some of the projects/events described above, working autonomously and/or in collaboration with the team and/or partners and/or external experts and service providers depending on the size and scope of the project;
- Collaborating with partners to develop work that contributes to achieving the strategic objectives of SALTO PI, the Programmes' goals related with the horizontal priority of participation and the aims of the Youth Participation Strategy;
- Producing knowledge-based documents, research and resources (such as the Youth Participation Strategy and Toolkit; annual mapping reports, etc);
- Attending international events (online and offline) to provide/gain expert input, and/or collect knowledge, ideas, inputs and good practices, and/or explore collaboration possibilities and/or represent SALTO PI and our goals in meetings;
- Supporting the capacity building of the National Agencies to take their fundamental role in the implementation of the horizontal priority of democratic participation, both in their internal work and in their work with Erasmus+ and European Solidarity Corps target audiences;
- Contributing to the maintenance of the relevance and usability of the Participation Resource Pool and its content;
- Following the evolving trends in participation, policy and civil society organisations' developments around participation, etc, to steer reflections and discussions and future activities;
- Ensure the production/dissemination of relevant knowledge on the topic for target groups, including data-rich analyses as well as innovation in approaches, methods, and critical competencies development;
- Liaising with, providing expertise and support, and working together with the European Commission to raise awareness amongst stakeholders about the horizontal priority and the necessary support to its improved implementation;
- Fostering the development of synergies between the Youth and Education & Training fields of the Programmes described above and their actors, policies and strategic documents.

Profile of the candidates

Prior experience (including work and volunteering)



Required experience:

- A minimum of three years of experience in international projects or programme management and in the field of participation and civic engagement;
- Previous experiences that illustrate a solid knowledge of the topic of democratic participation and familiarity and interest in the Erasmus+ and/or European Solidarity Corps Programmes;
- Experience in working with one or more of the educational fields of the Programmes (Youth, Vocational Education and Training, Higher Education, School Education and Adult Education).

Experience with one or more of the following topics is desirable and an asset:

- Erasmus+ and/or European Solidarity Corps;
- Event design, planning and organising (particularly international training and seminars events);
- Participatory methods;
- Development of pedagogical tools;
- Working with one or more of the audiences of SALTO PI;
- Producing documents based on research;
- Strategic evaluation;
- Networking/partnership building/community building;
- Conducting desk research and/or surveying;
- Monitoring and/or analysis of information and data;

Education

A university degree is required, a Master's degree or equivalent is preferred, preferably in social sciences.

Languages

Fluency in English (both oral and written) is required, and a good command of Estonian is an advantage.

Competencies

- Professional competence and mastery of the topics handled by SALTO PI;





- Able to work autonomously and in collaboration with a team and external partners and experts;
- Able to identify issues, analyze them and participate in their resolution;
- Familiar with conceptual analytical and evaluative skills to conduct data collection and processing using various methods and sources;
- Competent in intercultural communication and able to work together with people from different countries and work cultures;
- Persistence when faced with difficult problems or challenges and ability to handle stressful situations with calm;
- Values and contributes to good teamwork;
- Listens actively to others, correctly interprets messages from others and responds appropriately, exhibiting interest in having two-way communication;
- Tailors language, tone, style and format to match their audience;
- Demonstrates openness in sharing information and keeping people informed;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Capable of developing clear goals that are consistent with existing strategic frameworks and budget;
- Comfortable with budget planning, procurement process and administrative procedures;
- Able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities;
- Allocates appropriate amount of time and resources for completing work and foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary.

Working conditions

- The SALTO PI team is active, diverse, and committed to a shared cause, and values the continuous improvement of our work, including team development.
- The team is committed to maintaining a healthy, positive, and inclusive work environment that enables everyone to bring their full self to work, including their wish to create a positive impact on the world. We strive to ensure space for both co-creation and for each member to propose and lead activities and projects based on the overall aims and objectives of SALTO PI.
- The work entails collaboration with a wide range of stakeholders, partners, and experts in diverse events, creating several and regular opportunities for





international work missions for sharing and learning with diverse actors working around the topic of democratic participation and/or in the Erasmus+ and European Solidarity Corps programmes.

- Professional development is valued and thus the position offers opportunities for training (including a dedicated budget for addressing your work-related training needs per person) and reflection on individual work and goals.
- The employee (Harno) provides support for well-being and a good work-life balance, including but not limited to health insurance or a stipend for well-being activities; an annual leave of 35 days; 3 paid health days per year; shorter workdays preceding national holidays; financial support for psychological counselling and other health-related needs; social events and seminars with the Estonian National Agency and Harno colleagues.
- The position is to be carried in-person or in a hybrid manner, including from the SALTO PI office in Tallinn (Estonia), home office and work assignments abroad. Temporary remote work is possible, depending on the work needs and predetermined conditions.
- Onboarding period of up to four months in which you will count on continuous support and induction sessions from all team members, including one of them as a mentor for direct support.
- The monthly brut salary is 2700 EUR.

Deadline and requirements for job applications

We invite you to submit **by 19 May 2024** your complete **CV**, highlighting relevant experiences and skills, and a **motivation letter** focused on your perspective on the topic of participation in democratic life and your vision for 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](#).

The selected applicants will be contacted by 28 May for an interview in the following days. The job will start ideally during June 2024, and as early as the selected candidate is available.

Contact

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

