

Capacity Building Programme - ENCC - Next Generation Manager

Projects concerned:

- BECC
- Incubator
- Travelling Academy

Tasks:

Design of trainings:

- identify together with the team (in respect with ENCC – Next Generation objectives) the focus of the training;
- cooperate with local cultural centres and partners;
- identify, contact and negotiate contracts with trainers/speakers;
- coordinate the design of the content (training, study visits);
- write the call for applications (create the selection grill).

Implementation:

- coordinate the selection process;
- coordinate logistics (travels, on the spot organisation, accommodation, etc.) with Logistic Officer;
- coordinate communication and support materials with Communication Officer;
- coordinate evaluation.

Development:

- search for new partners;
- fund raising and diversification of funding (Erasmus +).

Relations with the team:

The Capacity Building Manager is part of the ENCC team and should cooperate with all the team and report to the CEO Management.

Specificities: Capacity Building Manager should be able to work independently, cooperate when needed with the team and be able to travel (preparation visits, coordination visits and trainings last between 3 to 5 days). ENCC office is based in Brussels.

Applicant Profile:

- experience in designing trainings especially combining the acquisition of learning skills and raising competences for cultural operators;
- understanding of the functioning of European networks and of the cultural sector at European level;
- previous experiences in similar positions (ex: organisation of trainings for other European networks such as TEH or ENCATC);
- language skills: English proficiency speaking and writing is compulsory;
- dynamic, adaptable, open to new experiences capable to adapt designs to different focus groups: from young to established professionals;

Time: 20h/week (half time)

Duration: min. 1 year from September 2018

Salary: according to the scales of the PC 329.01

Send your application to: office@encc.eu