



Job Opportunity

*** Project & Policy Officer***

JOB TITLE	Project & Policy Officer
GENERAL DESCRIPTION OF THE JOB	The Project & Policy Officer will be part of the Atlantic Arc Commission team, particularly supporting the implementation of the SAFER and CleanAtlantic projects (Interreg Atlantic Area). The position will also involve providing support to other related Atlantic Arc Commission activities and the CPMR work on Fisheries.
EMPLOYEE'S POSITION IN THE ORGANISATION	Project officer
DURATION OF THE CONTRACT	6 months
LOCATION	Brussels
TYPE OF CONTRACT	VIE contract ¹ (French International Internship Programme) ¹
DEADLINE TO APPLY	Monday 2 November 2020 at 12.00 (CET)
INTERVIEWS	9-13 November 2020
STARTING DATE	4 January 2021

¹ Please read carefully [the conditions](#) of the French International Internship Programme in a company.



1. Job summary

The Project & Policy Officer will be part of the Atlantic Arc Commission team, particularly supporting the implementation of the [SAFER](#) and [CleanAtlantic](#) projects (Interreg Atlantic Area). The position will also involve providing support to other related Atlantic Arc Commission activities and the CPMR work on EU Fishery policies.

2. Main responsibilities

The main responsibilities and tasks consist of providing support on the day-to-day management of the SAFER and CleanAtlantic projects, in particular the organisation of the projects' final conferences and other capitalisation/communication activities including:

- Contributing to the coordination and daily implementation of the project;
- Supporting the activities of the Atlantic Arc Commission, especially those related to the SAFER (i.e. fisheries and aquaculture) and CleanAtlantic (marine litter) projects;
- Reporting to the Executive Secretary of the Atlantic Arc Commission (on content matters) and via periodical or ad hoc briefing notes and updates;
- Monitoring the activities of European Institutions and actors in relevant fields, including the related legislation on fisheries and aquaculture;
- Liaising, as necessary, with project partners and representatives from the EU Institutions to capitalise on the projects;
- Some travels within Europe might be foreseen depending on the situation.

The Project Officer will provide residual support to other activities of the Atlantic Arc Commission related to the topic of the projects and will link-up with CPMR activities on Fisheries.

3. Tasks & duties

- Ensure the smooth running of the projects assigned to this position and related activities;
- Relate efficiently with team members, projects partners and other parties;
- Report to and constantly coordinate with the Executive Secretary of the Atlantic Arc Commission and (whenever needed) with other members of the staff;
- Report to the CPMR financial department on projects' budget elaboration and implementation;
- Perform capitalisation tasks related to the projects;
- Perform communication tasks related to the projects and, when doing so, liaise with the CPMR Communications Team;
- Actively support the connection between the projects related activities and the overall Atlantic Arc Commission and CPMR's action contributing to their advocacy efforts and improving relations with member regions;

- Monitor funding opportunities in the CPMR areas of interest and contribute to the drafting of new projects;
- Represent the CPMR during external events, organised by projects partners and funders mainly, as necessary.

4. Qualifications and skills required

- **Working fluency in English (at least C1 level) is an essential prerequisite**
- Good command of French.
- Knowledge of at least another European language is a strong asset (especially languages of the partnership i.e. Spanish or Portuguese).
- Advanced communication, research and writing skills.
- A Master's degree in a relevant field (European affairs, International relations, Territorial and or decentralised cooperation, Project management, Maritime affairs etc.).
- At least 6 months experience in EU cooperation programmes/projects, especially territorial cooperation, with a focus on Interreg among other programmes of interest (ENI CBC, Europeaid, H2020, etc.).
- Knowledge of EU Fishery policies is a strong asset
- Knowledge of territorial cooperation dynamics and on the functioning of territorial cooperation programmes in particular is key.
- Previous experience (including project or programme management) with - or closely related to - local and regional authorities would be especially valued.
- General knowledge of the topic covered by the projects.
- Strong interpersonal skills, diplomacy, resilience, autonomy and sense of responsibility in task delivery, dynamism and high predisposition for team work in a multilingual context.
- Ability to follow instructions and see a task through from start to finish.

5. Location

The position is based in Brussels (CPMR premises).

6. Terms of recruitment

The position is offered as a 6 months fixed term contract.

APPLICATION PROCEDURE

Please send an email with the subject: "**Application V.I.E. AAC Project & Policy Officer - CPMR**" to the **evaluation committee email jobs@crpm.org**, including the following documents:

- your **CV** (2 pages max, detailing the experience in EU cooperation projects),
- a **brief cover letter in English** (1-2 pages max.)

Candidates could (it is not compulsory) send **recommendation letter(s)** from a previous job/position(s) related to this offer (or to give references/contacts of previous employers).

Please note that **only shortlisted candidates will be contacted** for an interview.

NB: interviews – **for shortlisted candidates only** – will take place on 9-13 November 2020 through Skype, based on the availability of the selection committee and the candidates.

FOR MORE INFORMATION

If you require further information on the position and tasks you are welcome to contact:

- Elise Wattrelot, Elise.Wattrelot@crpm.org
- Delphine Kaczorowski, Delphine.Kaczorowski@crpm.org



The Conference of Peripheral Maritime Regions (CPMR) represents more than 150 regional authorities from 24 countries across Europe and beyond. Organised in Geographical Commissions, the CPMR works to ensure that a balanced territorial development is at the heart of the European Union and its policies.

Rond-Point Schuman | 1040 Brussels, BELGIUM
info@crpm.org | +32 (0)2 612 17 00



6, Rue Saint-Martin | 35700 Rennes, FRANCE
(siège) info@crpm.org | +33 (0)2 99 35 40 50