

VACANCY ANNOUNCEMENT for the INTERACT programme

INTERACT Point Viborg Coordinator

INTERACT Point Viborg is recruiting a new Coordinator

INTERACT Point Viborg, based in Central Denmark Region, is looking for applicants to fill the vacancy of Coordinator. This person would be responsible for leading a committed team of six staff in a wide range of training, support and development tasks for European Territorial Cooperation programmes across the whole of Europe.

Application deadline: **17.09.2010**

The INTERACT programme

The INTERACT programme is part of the European Union's 'European Territorial Cooperation' objective. A team of almost 50 international staff in 5 locations work with good governance and strategic development in European Territorial Cooperation programmes. The programme is designed to capitalise on the significant pools of expertise in the fields of regional development, cross-border cooperation, transnational cooperation, and inter-regional cooperation developed through INTERREG in the EU Member States and we work closely with many partners in every country. The purpose of INTERACT II is to provide support to the authorities and bodies in charge of the management of the programmes through training, consultancy, document development, publicity and a range of other services.

A regionally focused approach allows INTERACT to work closely with the programmes, addressing them via four INTERACT Points located in Turku (FI), Valencia (ES), Viborg (DK), and Vienna (AT). A Programme Secretariat (in Bratislava, SK) performs horizontal tasks by leading the efforts of the programme in communications, knowledge management and quality assurance. Our own INTERACT Point in Viborg is responsible for leading contacts with 13 cross-border programmes in the north-western part of Europe and with the 13 transnational programmes throughout Europe. International cooperation is a key part of our way of working and most activities are developed and delivered in collaboration with the other offices and the programmes themselves.

Further information on the INTERACT programme is available at www.interact-eu.net

The Coordinator role

We are looking for a person with the engagement, energy and experience to deliver in this challenging but exciting role. Reporting to the Lead Partner (Danish Enterprise and Construction Authority) and the hosting authority (Central Denmark Region), the Coordinator is responsible for the day-to-day management of the INTERACT Point and its staff, ensuring sound financial management and compliance with the terms of the subsidy contract with INTERACT programme authorities. The Coordinator also develops, implements and evaluates the strategy and activities of the INTERACT Point together with the other INTERACT offices, and reports to the Monitoring Committee where the Member States and the European Commission are represented. The Coordinator should act as a sparring partner on content issues with the other members of the team and other experts in the programme. He or she should also manage strategic relationships

and ensure that the INTERACT Point is at all times able to deliver services that meet the developing needs of its target groups.

Key Tasks:

- To prepare and deliver annual work plans and budgets in order to achieve the objectives of the INTERACT Point
- To collect, cluster and prioritise the needs expressed by stakeholders and guide staff in the development of services to most effectively meet these needs
- To provide advice to the Viborg team on content and methods and quality check all materials before use
- To produce and/or edit written materials and ensure content quality standards
- To represent the INTERACT Point to key stakeholders and distribute information obtained from them to the other staff in the programme
- To assist in the development and delivery of events and other materials
- To represent the INTERACT Point at coordination meetings and ensure coordination of IP Viborg activities with the rest of the programme
- To manage the day to day operations of the INTERACT Point
- To be responsible for and manage the finances of the INTERACT Point, to inform hosting authority in case of discrepancies and to introduce and apply adequate accountability and control procedures
- To implement the decisions of the Monitoring and Steering Committee regarding the INTERACT Point

Requirements:

Essential:

- Graduate or post-graduate university degree
- Strong knowledge of and experience in INTERREG / European Territorial Cooperation programmes
- At least ten years working experience in relevant positions
- Highly computer literate in especially MS Office (Word, Excel, Power Point) and database software
- Excellent English speaking and writing skills
- Knowledge of at least one other EU language (Danish and/or French would be an advantage)
- Be a national of a Member State of the European Union.

Priority will be given to candidates with a good knowledge of INTERACT activities and a proven track record of delivering in similar roles.

Advantage:

- Knowledge/working experience in following themes:
 - Project development and coordination
 - Programme management
 - Financial management of European funds
- Thematic knowledge:
 - Cohesion policy in general
 - Regional development
 - Current EU policy debate
- Experience in Danish public administration

Personal skills:

- Social competence / Out-going, sociable
- Training and facilitation skills
- Intercultural and negotiation skills
- Communication and networking skills
- Writing skills (reporting, drafting concepts) and attention to detail and accuracy
- Strong team work and leadership skills
- Customer-oriented and problem-solving approach with a high commitment to service provision
- Analytical and conceptual capabilities
- Cooperative working approach, team-player
- Flexibility
- Good organization and prioritisation skills
- Willingness to travel and work on a flexible time schedule

Contract and conditions:

The contract will run provisionally until 31 December 2013. The position is full time equivalent and based in Viborg. We can offer an attractive salary (varying according to experience and qualifications). The successful candidate will be employed in accordance with relevant Danish labour agreements. Assistance will also be provided for the move to Viborg if necessary. Please note that the position requires extensive travel.

Application Procedure:

- Please submit a motivation letter in English, describing your suitability for the position as well as your main job expectations, and a detailed Curriculum Vitae in English (europass format, <http://europass.cedefop.europa.eu>). These should be sent to: ip.viborg@interact-eu.net by **17 September 2010**.
- Please indicate the following reference in the title: 'Application - Coordinator'.
- All shortlisted candidates will be informed in due time. Interviews will be held in September/October.
- Applications should also include an indication of possible start dates