



## **INTERACT Point Viborg**

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## **VACANCY ANNOUNCEMENT**

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### **Vacancy for Developer and Trainer (finance)**

INTERACT Point Viborg is one of four offices in the European Union's INTERACT programme. Launched in 2003, the programme is funded by the European Regional Development Fund and provides support, technical services and training to the European Territorial Cooperation programmes (previously called INTERREG). Working together with colleagues in Bratislava, Turku, Valencia and Vienna, INTERACT Point Viborg supports the authorities and offices involved in the management of the European Territorial Cooperation programmes and seeks to capitalise on the experience gained under the previous INTERREG programmes.

INTERACT services focus on workshops, training, documentation and online support services. The programme started a new period on 1 July 2008 and INTERACT Point Viborg is now recruiting new staff to assist us with the development and delivery of these services for cross-border programmes in the northwest of Europe and for transnational programmes covering all of the Member States.

Further information on the INTERACT programme is available at [www.interact-eu.net](http://www.interact-eu.net)

### **Role**

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Building on existing experience of European Territorial Cooperation, the Developer and Trainer will draw on this knowledge to develop effective services for the programmes and deliver existing courses. This position will focus on offering support for financial management, control and audit and the successful candidate will be expected to demonstrate a sound knowledge of these issues. Ensuring top quality levels, keeping updated with the latest developments in the field, and identifying and implementing new ideas will all be an essential part of day-to-day work. Working together with our existing Developers and Trainers and the Coordinator, the main tasks will include:

- Analysis of European Territorial Cooperation programme needs and feedback from our target groups and stakeholders with a focus on the north west of Europe and transnational programmes
- Assisting in the development of overall strategy and long-term planning
- Developing event concepts and content that answer these needs with a focus on financial management issues
- Developing event documentation including agendas, facilitation / training guides and written and online training materials
- Identification and briefing of experts and other contributors

- Assistance with identifying potential participants and making practical arrangements
- Publicity of events and other activities through the INTERACT website, newsletter and other channels
- Implementation of events including training, workshop moderation and chairing larger sessions
- Post event reporting and follow-up
- Developing stand-alone documents with analysis and information on different aspects of European Territorial Cooperation programme management

In addition, you will be expected to assist at events organized by our partners in the INTERACT programme, the European Territorial Cooperation programmes and other European organisations. Other responsibilities will include coordination with and reporting to programme stakeholders, and supporting the other activities and administrative tasks in the unit.

## **Qualifications**

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### **Education**

- University degree or equivalent

### **Work Experience**

- Experience of working with programme management in a European Territorial Cooperation (INTERREG) or similar European programme or project is essential. Candidates without such experience are unlikely to be considered. The successful applicant will have an in-depth knowledge of European programmes and the management challenges faced by programmes and projects
- Candidates should preferably have experience of training and moderating workshops and will have an interest in learning more about training methods. Ideally, candidates will also have experience in organizing training events and the development of training materials. You will demonstrate the ability to analyse large amounts of information and present it concisely and clearly
- Preference will be given to candidates fluent in one of the working languages in the north west European programmes (especially Danish, Dutch and/or French)

## **Required Skills**

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- Fluent in written and spoken English. Working knowledge of at least one other EU language
- Excellent analytical and research skills with good attention to detail
- Strong communication skills and confident when dealing with large groups and new people
- Ability to work independently and under pressure
- Good computer skills for Microsoft Office package

- Flexibility essential. The position involves fitting into a small team and sometimes lending a hand with whatever needs doing including administration and practical tasks. The position demands frequent travel and occasional work outside regular office hours
- Strong sense of initiative and personal responsibility. You will be expected to develop your own role and continually identify new opportunities in line with our overall goals
- Experience of Danish public administration would be an advantage but is not required

### **Additional information**

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We are a small international team based in Viborg, Denmark and hosted by Region Midtjylland. The Danish Enterprise and Construction Authority holds the contract with the INTERACT programme.

- Applicants must be a citizen of a European Union Member State

### **Start date, contract and salary**

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The contract will be concluded as rapidly as possible and will run until 31 December 2013. The position is fulltime and is based in Viborg, Denmark. The successful candidate will be employed in accordance with relevant Danish labour agreements. We will be able to assist the successful applicant with finding accommodation in Viborg.

Competitive salary depending on experience.

### **Application Procedure**

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Applications should consist of a letter explaining your reasons for applying and your suitability for the position together with a CV. You should focus on relevant experience, your understanding of the role and tasks of INTERACT Point Viborg and your reasons for wanting to join our team. All materials should be submitted in English. Please use the European standard format for your CV ([http://europass.cedefop.eu.int/img/dynamic/c98/cv166\\_en\\_US\\_Europass\\_CV\\_Template\\_EN.doc](http://europass.cedefop.eu.int/img/dynamic/c98/cv166_en_US_Europass_CV_Template_EN.doc)).

Applications should also include an indication of possible start dates.

Please submit applications to the address at the top of this announcement or electronically to [ip.viborg@interact-eu.net](mailto:ip.viborg@interact-eu.net). Please mark all mails with the subject 'Application - Finance'. Applications should be received no later than Friday 17 September. Applications received after this date will not be considered.

Short-listed candidates will be invited for interview shortly after the deadline for submission.

For further information please contact Matt Nichols, the coordinator of INTERACT Point Viborg on +45 8728 8055 or at [matt.nichols@interact-eu.net](mailto:matt.nichols@interact-eu.net)