

## EUROPEAN FORUM OF VOCATIONAL EDUCATION AND TRAINING

### SPECIFICATION OF TASKS

<b>Area:</b>	VICE PRESIDENT (PROJECTS)
<b>Reporting to:</b>	EXECUTIVE TEAM AND STEERING COMMITTEE
<b>Closing date:</b>	11 October 2020

The successful candidate will be responsible for coordinating and managing EfVET's involvement in European projects both with the ET/SC and with regard to members. The college / association of the candidate must be a member of EfVET.

<b>Responsibilities</b>
EfVET vice president (projects) will ...
... coordinate EfVET's participation in European projects based on EfVET's project strategy
... coordinate and supervise EfVET's participation in projects according to the respective regulation of the European program it is based on
<b>Tasks in detail</b>
The vice president will ...
... lead the work group of projects and coordinate the process of formulating EfVET's project strategy, taking into account European (and if need be national) developments and members' needs concerning European projects, preparing recommendations for necessary revisions of EfVET's project strategy whenever needed
Based on the decisions made in the work group of projects, the vice president will ...
... check project applications where EfVET should be partner taking into account EfVET's project strategy and the required resources (material and staff)
... discuss recommendations with regard to EfVET's project involvement based on EfVET's project strategy in the work group of projects, and transmit them to the president and ET, particularly if contribution to intellectual outputs is required, including suggestions for involvement of members where reasonable
... coordinate finding experts amongst members for intellectual outputs of projects if needed and prepare the necessary documents/contracts for members' involvement in projects
... coordinate and supervise EfVET's project participation, the producing of the required deliverables and participation in project meetings, particularly with regard to the EfVET staff in the Brussels' office (including timesheets, decisions about necessary travels etc.), in close cooperation with the project manager and the work group of projects

... be involved in policy issues, especially with regard to European project programs, their requirements and implementation based on EfVET's project strategy

... collaborate closely with other members of the ET, especially formulating EfVET's general strategy and contributing to new membership drive

... sign legal documents on behalf of EfVET together with the president in accordance with EfVET's constitution.

... undertake any other duties connected with the post as are reasonably required from time to time

### **Qualifications/Skills/Knowledge/Qualities**

The success of EfVET rests on a very strongly felt and shared set of values, which determine its strategic direction. It is crucial that the successful candidate shares the values of EfVET and is committed to them, in particular

- acting as a network of and for learning providers across Europe and beyond, with links to business, politicians, government officials and researchers with a focus on VET and lifelong learning
- developing collaboration, mutual cooperation and sharing good practice between colleges in different countries, facilitating networking and partnership and stimulating creation of cooperative projects and thematic networks
- promoting quality and innovation in relation to TVET throughout Europe
- enabling wide scale promotion and dissemination of innovative measures and transnational projects' results
- giving colleges a platform of influence in European TVET policy by representing the views of its members' issues in the European public forum and providing a platform for the European Commission and others to consult each other on issues of common concern

A candidate being elected as vice president (projects) will work and talk on behalf and in the name of all EU VET providers and countries EfVET represents, not only the country of their origin.

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

#### **Essential criteria**

Strong experience in coordinating projects and project management

Extensive knowledge of European policy and decisions with regard to VET

A good working knowledge of spreadsheets, databases, word processing

Be a competent IT user

Possess excellent English writing and oral skills

Proven customer service skills

The ability to communicate effectively with internal and external stakeholders

The ability to work accurately with a high attention to detail

Demonstrate a 'can-do' attitude

A flexible, approachable style of working with others to achieve successful outcomes

A drive to achieve quality in all aspects of the role

The applicant needs a signed and stamped recommendation from the college/organization where he/she is working which shows that he/she has the college's support with regard to the time that is spent for EfVET including the travelling expected.

#### **Desirable criteria**

### **CONDITIONS OF ENGAGEMENT**

#### **Workload**

As all positions in EfVET's ET/SC the position of the vice president (projects) is on voluntary basis with no regular working hours applied. In order to fulfil the tasks mentioned above however, the vice president needs to be present in all ET/SC meetings, including EfVET conferences. This equals a workload of at least 24 days for participation in meetings/conferences and approximately 30 days per year for the other tasks mentioned.

#### **Reimbursement**

Expenses made with regard to fulfilling the vice president's task, particular the participation in face-to-face ET/SC meetings, and within EfVET's financial guidelines will be reimbursed by EfVET.

#### **Equality & Diversity**

EfVET is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

#### **Application**

Fully completed application forms (Europass application documents) should be submitted online by **11 October 2020**.

The applicant should be prepared to answer questions from EfVET's National Boards as part of the selection process.

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