

Project Coordinator

Location: Remote with potential travel to competition sites and meetings

Position Type: Part-time

About WorldSkills Europe (WSE):

WorldSkills Europe (WSE) is a non-profit organization that brings together Member countries from across Europe to promote excellence in vocational education and training. Our flagship event, EuroSkills, is held every two years and showcases the Skills of young people from across Europe through various Competitions.

Job Overview:

The Project Coordinator will lead the coordination, facilitation, and management of Independent Test Project Designers (ITPDs) from 12 months before- and up until the EuroSkills Competition. The role will report to the Systems Manager and will expand as WSE aims to have ITPDs for all Skills Competitions in the future. The Project Coordinator will play a crucial role in ensuring the smooth operation, quality and integrity of the Test Project creation process and implementation during the Competition.

The Project Coordinator will be working 1 day per week until December 2024, and 2 days per week from January to October 2025.

Key Responsibilities:

ITPD Allocation and Coordination:

- Be proactive in identifying and selecting the Skills to receive ITPD funding.
- Coordinate with Skill Management Teams (SMTs) to identify potential ITPDs.
- Maintain a database of ITPDs, including their contact information, CVs, and relevant experience.
- Communicate with ITPDs to ensure they understand their roles and responsibilities.
- Manage the budget allocation for ITPDs to ensure it stays within the set budget.
- Track progress and report on the progress of ITP's underdevelopment and identify any risk to it being delivered.

Infrastructure List items Management:

- Act as an intermediate between the ITPDs and the Host Team on all matters related to the needed Infrastructure for specific Skill Competitions (when a Test Project is created by an ITPD, the information shared on the needed Infrastructure List items will need to be closely monitored, so as to not give away any information that may jeopardize the fairness of the Competition).
- Communicate Infrastructure List items to participating WorldSkills Europe member countries in a timely manner.
- Ensure all information on Infrastructure List items is recorded in our Infrastructure List (IL) system in an effective manner.
- Closely work together with the Systems Manager and the Host Team's Competition Manager to ensure all Infrastructure List items are being secured according to pre-set timelines.

Project Management:

- Develop and manage timelines for the Test Project development process from C-12 months up to the Competition.

- Track and report on the progress of Test Project development, ensuring milestones are met.
- Organize and facilitate regular check-ins and progress reports from ITPDs.
- Assist in the preparation and distribution of Test Project documentation.
- Develop and manage timelines for securing the Infrastructure List items for all individual Skill Competitions.

Financial Management:

- Assist in the financial planning and budgeting for ITPD-related activities.
- Coordinate the reimbursement process for ITPD expenses in line with WSE guidelines.
- Ensure timely payment of ITPD invoices and manage any financial queries.

Communication and Liaison:

- Serve as a point of contact between ITPDs, Skill Management Teams (SMTs), and the Systems Manager.
- Facilitate communication between ITPDs and other stakeholders to ensure clarity and alignment.
- Address any issues or concerns raised by ITPDs promptly.
- Be available to attend the EuroSkills competition to act as the liaison and communication conduit for the ITPDs that attend.

Documentation and Compliance:

- Ensure all contractual agreements with ITPDs are in place and adhered to.
- Maintain accurate records of all communications and agreements.
- Ensure compliance with WSE's Code of Ethics and Conduct, Confidentiality Agreement, and Competition Rules.

Expansion Planning:

- Assist in developing strategies for scaling the ITPD program to include all Skills Competitions by EuroSkills Dusseldorf 2027 (from 10 to 40+ Skill Competitions).
- Identify potential challenges and develop solutions for expanding the ITPD program.
- Assist in the evaluation and continuous improvement of the ITPD program.

Qualifications:

- Proven track record in project coordination or managing projects.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Experience with budget management and financial processes.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and project management software.
- Willingness to travel as needed.
- Skills competition experience either on a national or international level is a must.
- Knowledge of WorldSkills Europe, EuroSkills and vocational education and training systems is a plus.
- Bachelor's degree in a relevant field such as Project Management, Business Administration, or Education is a plus.

Personal Attributes:

- Detail-oriented with a high level of accuracy.
- Proactive and able to anticipate needs and potential challenges.
- Flexible and adaptable to changing priorities and deadlines.
- Committed to upholding WSE's values of excellence, integrity, and collaboration.

Project based:

- Remote working arrangement.
- This role will not provide an employment contract with WorldSkills Europe, but rather a preferred supplier/contractor status, with the amount of work (maximum working days) defined over a two-year period. Tax implications of being paid for this work will be the responsibility of the contractor. The role holder will need to invoice monthly for the work provided either as an individual or business.
- Remuneration commensurate with level of skill, knowledge and experience.

Application Process:

Interested candidates should submit their resume and a cover letter detailing their relevant experience and interest in the position to jordy.degroot@worldskillseurope.org (cc: eugene.incerti@worldskillseurope.org) by 27 September 2024.