

Call for EFAD Project Officer

The European Federation of the Associations of Dietitians is seeking to recruit a Project Officer to manage a research & education project - the EFAD Breakfast Toolkit development.

Role of Project Officer

The Project Officer will be responsible for the delivery of the agreed work packages on time, on budget and within the contractual obligations.

The Project Officer will support the project partners and stakeholders in coordinating the cooperation, conducting a Europe-wide survey, designing the project outcomes and disseminating the project results.

Duties

The Project Officer will be expected to

1. Prepare reports and other written materials on the progress of the project, to be presented to the EFAD Project Manager, partners, funders and other stakeholders
2. Coordinate the work of project research teams
3. Organise meetings with partners and stakeholders
4. Prepare the EFAD surveying system for Europe-wide survey dissemination
5. Support project teams in preparing the survey and EFAD Communication Officer in circulating the survey
6. Evaluate, refine and agree on a robust project plan using the outline and deliverables already agreed upon with the funder.
7. Seek ethical approval where necessary for the project and manage the project in a professional and ethical manner.
8. Support research teams in preparing scientific publication and presentations for international conferences
9. Manage and respond to project-related emails and other communication channels
10. Prepare, maintain, and update website materials
11. Attend project meetings and other meetings as necessary
12. Manage own time and monitor the project budget
13. Support implementation of the project outcomes to the EFAD Learning Library
14. Support the completion of the project contract and ensure the project operates within the policies and procedures laid down by EFAD
15. Organise and archive all project-related documents in digital space
16. Report regularly to the EFAD Project Manager and flag up any tasks which are not fulfilling contractual obligations or meeting deadlines and take/propose remedial actions
17. Cooperate with EFAD Communication Officer in terms of project dissemination

Competences required of the Project Officer

Essential:

- Proven track record in research and education, publication and dissemination of results (on time and on a budget)
- Strong organizational ability to work independently on own initiative according to the project brief
- Ability to communicate instructions and ideas effectively, both written and verbal, in English (Spoken and written English at C1 level)
- Excellent communication skills and especially in international teams from different backgrounds

- Ability to make judgments and suggest improvements toward achieving quality and excellence in the project work
- Obtain and incorporate outcomes' user feedback
- Communicate ongoing production status updates to the project team, including any predictable barriers impacting the timely completion of deliverables
- Work in an online team setting (we are a 100% virtual organisation) and also perform effectively and independently with the ability to problem-solve complex problems
- Understanding target audience (dietitians and other health care professionals)
- Effectively communicate with pan-European team members and other stakeholders at distance using telephone, VOIP, email and other project management tools
- Excellent organizational and planning skills, ability to work towards deadlines
- Ability to navigate between different stakeholders' interests (academic vs industry/food industry and communication/digital agencies)
- Leadership skills to create and lead groups/initiatives while being an active member
- Member of an NDA or HEI that is a member of EFAD

Desirable:

- Degree in nutrition & dietetics
- Experience in designing digital tools and apps

Terms and Conditions

1. This role will be done remotely and with flexible scheduling on parttime basis. Expect an average of 40 hours a month.
2. The EFAD Project Officer will be recruited initially for the duration of the project January-June 2023, and will be responsible to the EFAD Executive Director.
3. The Project Officer, who can be based anywhere within Europe, will be required to provide his/her own workspace and tools (office/computer/internet access/telephone etc.)
4. Competitive remuneration with room for growth
5. Some European travel may be required, for which EFAD will reimburse previously agreed travel, accommodation and subsistence expenses.
6. Full terms and conditions will be described in the Consultancy Contract.

Selection Process:

1. Applicants will submit a Curriculum Vitae, names of two referees and a letter stating "fitness and motivation" for the role.
2. An EFAD selection panel will select candidates for interview, using sift criteria based on competencies mentioned in the call
3. Selected candidates will be invited to virtual interviews
4. References of suitable candidates will be collected and assessed
5. The selection panel will make recommendations to the EFAD Executive Committee
6. The successful candidate will be informed & appointed
7. The decision of the EFAD Executive Committee will be final and no correspondence will be entered into
8. EFAD reserves the right to contact only selected candidates

To apply for the post of EFAD Project Officer please send:

1. Curriculum Vitae
2. A letter stating fitness and motivation for the role
3. Names and contact details of two referees

To:

Wineke Remijnse, EFAD Executive Director secretariat@efad.org by 22 December 2022