



**Agência Nacional
Erasmus+ Juventude/Desporto
Corpo Europeu de Solidariedade**

Call for Applications

Freelancer on
Communication Support

27/12/2022 – 16/01/2023



The network of National Agencies promoting the EU programmes Erasmus+: Youth and the European Solidarity Corps, are looking for a freelancer to support its internal and external communication.

This application is open until de 16th of January at 5 p.m (GMT).

Network of National Agencies in the Youth field

Building on the strengths of each National Agency (NA), the Network is a cluster of Youth Agencies based on the principles of cooperation across Europe, mutual support, common approaches and practices. The Network builds its work to achieve an impact on the lives of young people through quality non-formal learning and support for youth work, and to empower young people and cater for active citizenship and participation in decision making of young people.

The purpose of the network is:

- To foster the values and priorities of both programmes and the exchange of good practices on how the set of values and priorities can be translated in the implementation of the programmes and/or promoted by the programmes.
- To foster the European Dimension of the Programmes;
- To see opportunities and trigger development to use both programmes to their fullest potential. To voice common bottle necks and threats to the programmes to relevant stakeholders;
- To maintain and develop quality of the network and its structures. To build common understanding and practices among NAs, to support newcomers across the wider spectrum of National Agencies.
- To strengthen the individual NA's in the implementation in their action.

To work efficiently towards its goals, the Network believes communication plays an essential role in the dissemination of information and foster visibility of current work and key results of its working plan. The freelancer will work to support this ambition, steered and in close connection with the Coordination-Group of the Network.

1. Main role, key responsibilities and expected time allocation

The chosen candidate will support the Network of National Agencies in the Youth field in:

a. Internal and external communication support

Task (a.o.)	Expected time allocation (estimation)
Development and publication of an Internal Newsletter	Production and publication per newsletter 10 days/ newsletter, 3 newsletter per year)
Development and maintenance of a portal for websites of NAs, SNACs and other NA projects	(maintenance 2*0,5 days/month = 12 days)
Development and maintenance of the map of the Network structures	3 days
Maintenance of email list	2 days
Communication of NA initiatives to outside world through a "Programme Brief"	Production and publication per programme brief 10 days, 2 briefs per year

2. Experience

- a) Relevant experience working with Erasmus+ Programme in the field of Youth and the European Solidarity Corps;
- b) Proven experience on the development of communication tools and strategies, such as email marketing and listing, newsletter editing, website development and maintenance, copywriting;
- c) Proven experience in the internal and external communication of events and/or organizations;
- d) Proven experience dealing with providers of communication services and/or products;
- e) Experience working in multicultural settings;
- f) Experience in working/supporting communication on international events within the context of European Youth programmes will be valued.

3. Knowledge, Skills and Language

- a) Ability to work in a diverse cultural context;
- b) Strong knowledge of information sharing tools, and the ability to implement them;
- c) Highly organized and able to work independently and proactively, within a given framework and steering by the Co-Group
- d) Overall understanding of communication methodologies, tools and strategies;
- e) Demonstrated skill in analytical and strategic thinking;
- f) Self-supporting in computers (Windows, spreadsheets, word-processing);
- g) Proved capability to be self-organized and flexible;
- h) Excellent interpersonal and listening skills;
- i) Good verbal and written communication skills
- j) Fluently spoken and written English, knowledge of other languages is an asset.

4. Competencies and Values

Values

Respect for diversity; Integrity; Professionalism; Accountability.

Core Competencies

Communication; Collaboration and Teamwork; Judgement and Decision Making; Creativity and Innovation; Building Trust.

5. Application

Candidates are required to fill in an [application form \(link\)](#) until 16th of January at 5 p.m (GMT) and upload their CV and Motivational Letter.

An individual interview may be required.

a. What we offer?

The selected candidate will be entitled to:

- Fee calculated on the basis of 67 working days (290€/day);
- (The freelancer will be contracted by the Portuguese National Agency Erasmus+ Youth/Sports and European Solidarity Corps. He/she needs to be a legal resident of one of the programme or partnercountries of the EU-programmes and is free to choose his/her working place).

b. Pre-selection Criteria

- First - Profile and experience of candidate;
- Second - Scoring on application form;

c. Final selection Criteria

- 1.º scoring on application form, profile and experience
- 2º Scoring on individual interview (it may be required a practical exercise in case of draw).