



Organization: European Network of Cultural Centres
Location: Van Overbekelaan 164, 1083 Ganshoren, Brussels, Belgium
Contact: office@encc.eu
Website: www.encc.eu

NETWORK COORDINATOR

Job Description

ENCC is looking for an experienced and dedicated Network Coordinator who will develop the role of the ENCC as the most relevant network for the culture centres in a global environment.

ENCC currently represents over 3000 cultural centres with more than 15.000 employees, thousands of volunteers and 40 million visitors per year in at least 15 countries.

ENCC is in a transition process towards a broader open membership structure for national, regional and local networks of cultural centres. The European Commission has recognised our work by approving funding for our three year action plan.

ENCC has a unique position in the global field of European networks: Representing a large range of local cultural institutes, in rural, urban and metropolitan areas; Supporting networking between cultural centres on all levels and building bridges between cultural workers. What all members have in common is the commitment to arts and culture as a possibility for individual and communal development in society and the belief that networking in support of this development brings strength and solidarity to organisations across borders - be they local, regional or national.

Main responsibilities:

As ENCC Coordinator you will co-ordinate all ENCC activities and projects, in close cooperation with the Assistant Coordinator. You will be responsible for the general management (administrative and financial) of the network according to the values, mission and objectives of ENCC. You will answer directly to the board of Directors. The Coordinator will implement the following:

- Management and strategic development of the ENCC program: activities and projects, setting up and monitoring of the annual programs
- Identify members' needs and interests in order to ensure the operation of an effective network
- To develop ENCC projects as outlined in the three year action plan
- To engage the ENCC members in the development of the ENCC projects and activities, and facilitate their active participation
- Identify potential members of the Network

- To take responsibility for the fundraising application process for projects which reflect the values of the ENCC
- To represent ENCC in conferences and seminars when required
- To advocate at the local/regional/national and particularly the European level, in the interests of ENCC and its members
- To maintain relations with other cultural networks
- To ensure that all aspects of operation, staff and organisation function efficiently and cost-effectively, and in accordance with relevant legal requirements
- To undertake any other reasonable duties that may be determined by the Board from time to time
- To submit annual reports to the Board and to the members of the ENCC

Profile:

- Significant experience in management of activities, projects, membership and communication in the organisation similar to ENCC
- An interest in/knowledge of cultural institutes and policies at a European level
- Demonstrated project management skills, including skills to plan, organize and implement successful events of varying size
- Knowledge of network and relationship building and maintaining effective working relationships with all levels of a network
- Experience in managing and reporting projects funded by the European Commission
- Strong written, verbal, and interpersonal communication skills, including skill to produce information
- Ability to travel domestically or internationally, as well as attend staff events outside normal working hours.
- Flexible, self-motivated; ability to work independently and collaboratively
- Ability to speak and write in European languages in addition to English is an asset

Employer: European Network of Culture Centres

Contract: Full time (Or between 25 hours and Full time by mutual agreement) with 6 month probationary period

Location: Brussels

Salary: as per Belgian CAO (collective labour agreement) 329.03

Employment starts: immediately

Deadline for application: 30th of October 2014. Interviews in November.

Submit your application including CV and a motivation letter describing how your experiences relate to the position's requirements to ENCC office: office@encc.eu.

European Network of Cultural Centres
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