



**Are You a firm believer in youth participation, empowerment and encouraging young people to take charge of their lives?
How about helping the youth to make informed decisions and take action in order to improve their access to resources and transform their consciousness through their beliefs, values, and attitudes?**

If so, this is an invite for **You to apply for a job at the newly established**

SALTO Participation and Information

To support youth participation in Europe, the **main role of the SALTO PI** is to help the network of National Agencies of Erasmus+ in the field of Youth to exploit the unique potential of the Erasmus+ programme in supporting and manifesting youth empowerment by providing participation experience, fostering young people's participation in civic and social life, involving young people in democratic decision making processes and in developing competences for participation as well as engaging young people and decision makers in Structured Dialogue.

The responsibilities of the SALTO staff are based on the objectives for SALTO PI:

- To develop a European Strategy for supporting youth participation through Erasmus+:Youth In Action for the Erasmus+ YiA NAs and steering and supporting the NAs in effective implementation of the Strategy at national and transnational level;
- To support the capacity building of the Erasmus+:YiA NAs to take their role as enhancer of youth participation, including their role in the development of critical competencies for participation and in using the full potential of the digital technologies in reaching its' target audiences;
- To provide guidance to and support the NAs on state-of-the art strategies for effective communication to and with their target groups to enable reaching out to a higher number and diversity of young people;
- To develop expertise on and initiate reflection, discussion and cultivate awareness about the evolving trends in youth participation, competences for participation, involvement of young people in democratic decision-making processes, youth participation through volunteering or youth organisations, policy developments around participation, etc;

- To develop and offer easily transferable and smart information, communication and educational tools and online campaigns for Erasmus+ YiA NA's for youth empowerment and participation;
- To offer new and smart solutions (innovation) to Erasmus+ YiA NA's and the Commission, including data-rich analyses as well as innovation in approaches and methods for youth work to foster youth participation and the critical competences development needed for its quality;
- To mainstream the concept and principles of 'smart youth work' in the field of Youth and especially in fostering youth participation in civic and social life;
- Liaise with and provide expertise and support to the Commission for raising awareness amongst stakeholders about the objectives of the Structured Dialogue, follow up on the outcomes of the SD and developing synergies between Structured Dialogue and Erasmus+ YiA.

Archimedes Foundation Youth Agency is hiring 2 people to work in SALTO PI for a period of 01.01.2018-31.12.2020

Competencies

Professionalism: Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; knowledge and understanding of financial regulations and rules, procurement process and procedures.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees

risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in social sciences or communication.

Work Experience (including voluntary work)

A minimum of three years of responsible experience in project or programme management in the area of youth participation or information is required. Experience in planning, managing and conducting transnational training programmes, organizing conferences and monitoring/analyzing information and data is desirable. Experience in online and/or outreach/information campaigns and projects is required. Experience working in international or governmental organizations is desirable.

Languages

Fluency in English (both oral and written) is required; fluency in Estonian is recommendable.

Application procedure: the deadline for sending the **CV**, with relevant links to references/examples of accomplishments, etc. and **motivation letter** "why I want to work for SALTO Participation and Information" with reference of "SALTO PI" to sandra.raim@archimedes.ee is **15.11.2017**.

For additional info, please e-mail Reet Kost, the Head of Archimedes Foundation Youth Agency at reet.kost@archimedes.ee

Assessment

Evaluation of qualified candidates for the 2 available positions will include an assessment which may be followed by an interview, additional written task, etc. The decision will be made by the end of November, 2017.