

# We recruit a Project Manager

## FOR AN EUROPEAN INTERREG 2 SEAS PROJECT: FLAVOUR – FOOD SURPLUS AND LABOUR, THE VALORISATION OF UNDERUSED RESOURCES

KOMOSIE vzw (umbrella organisation of Environmental entrepreneurs in the Social Economy) is a dynamic organisation in the social profit sector (environmental & social employment). KOMOSIE represents the interests of its members towards public authorities and stakeholders and supports them with projects aimed at the development of new activities, quality management, innovation, communication, registration and reporting. We represent currently the Flemish Circular Shops and Energy Savers and with the project Foodsavers we're actively striving to create social employment opportunities with the use of food surpluses. Twelve committed people make up the team of KOMOSIE.

Together with 4 Flemish, 1 French and 4 English partner organisations KOMOSIE has submitted a project proposal in the field of 'technical and social innovation' to Interreg 2 Seas. Twelve observer partners from Belgium, The Netherlands, France and the UK will also contribute regularly or want to 'observe' the project closely and learn from it. More info about the project can be found at <https://www.interreg2seas.eu/en/project-idea/food-surplus-and-labour-valorisation-underused-resources>

### THE PROJECT

*The project focuses on the development of distribution platforms collecting, sorting out, doing the order picking for delivery of food surpluses to social organisations over a wider region. Also pilot projects on the use of food surpluses as raw material for new products are set up. In both activities, as much as possible employment will be created for people far from the regular labour market. The development of business plans and adjustment of training are part of this project.*

*During the pilot projects research in the different countries will be done to find out which kind of European policies are needed to support these activities and to give them a real chance of success. The project runs from January 2019 to end of September 2022.*

### YOUR TASKS AND RESPONSIBILITIES

We are looking for an overall manager for the FLAVOUR-project.

- You are the operational manager of this project who will make sure that clear agreements are made between the partners, written in a contract if necessary and that these agreements are also complied with.
- You are the main contact point for the Joint Commission of the European Commission and for all project partners (executive and observers). That is why it is important to know where which expertise is present in the project so that you can match people effectively.
- Development and use of a system to hold track of the progress of the project and its underlying objectives, activities, results, as well as of their quality, always in close cooperation with the partner organisations.
- In collaboration with the hosting partner organisation planning, preparing and organising the 6-monthly management meetings and make sure a report of the meeting is written.
- Give support in the communication about the project and ensure that the communication is done according to the guidelines of the funding authority.
- Ensure that the reports and financial claims can be submitted in time.
- Organise interim and final evaluation.
- You are co-responsible for the dissemination of the project results at all levels.



zame ontwikkeling soc  
 ilieuondernemer milie  
 :werkstelling duurzame  
 stelling meerwaarde m  
 economie duurzame or  
 lernemer tewerkste

## YOUR PROFILE

### *Expertise:*

- You have knowledge and experience in project management – preferably in international projects.
- You have knowledge and experience in monitoring and evaluating the execution and results of projects, both in terms of effectiveness, efficiency and quality.
- You have experience in preparing management meetings and are able to consult in an effective way.
- You are able to communicate and write reports in a clear way
- You have experience in enthusing and collectively supporting a group of organisations
- You have affinity and relevant experience with social economy and environmental themes
- You work fluently with MS-Office programmes
- You hold a driving license B

### *Working language:*

The main working language, both oral and written, is English. You are employed in a team of Dutch speaking employees and you will work with a French partner who will greatly appreciate if you can speak and write French.

### *Attitude:*

- You share the values of the social economy and the people and environment friendly entrepreneurship
- You can easily collaborate with various project partners and in team
- You are able to meet deadlines on time and to work 'under pressure' from time to time
- You can work independently
- You can listen actively
- You are able to integrate intercultural factors into the work process

### *Studies and experience:*

- You have a Bachelor's or Master's degree in a pertinent domain
- You have at least 5 years of experience in the required expertise

## WE OFFER

- A full time contract for the period of the project
- A salary according to PC 329, supplemented with benefits
- Flexible working hours and working at home is possible after agreement
- A project team working closely together with you and coaching where needed

## PRACTICAL

- Place of employment is Antwerp/Ghent (easy to reach with public transport)
- Preferably starting in January 2019
- Application letters with cv can be sent by e-mail to [info@komosie.be](mailto:info@komosie.be) **before the 15<sup>th</sup> of December 2018**
- Interviews will take place **between 18th and 21st December 2018**. Prior to the interviews the candidates will receive a test to be explained during the interview.
- For more information about this recruitment, contact Caroo Torfs ([caroo.torfs@komosie.be](mailto:caroo.torfs@komosie.be) or tel. +32 (0)47 693716) or Etienne Rubens ([etienne.rubens@komosie.be](mailto:etienne.rubens@komosie.be) or +32 (0)3 302 48 15)
- For more information about KOMOSIE and Foodsavers, see [www.komosie.be/voedselverlies](http://www.komosie.be/voedselverlies) and [www.food-savers.be](http://www.food-savers.be)