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| **European Project Supervisor** |

1. **Objective:**

Coordination of the European Project SPPF – Sports in prison, a plan for the future.

Working together with the European partners and the senior management of De Rode Antraciet vzw.

**2. Location:**

The European Project Supervisor will work at the office of De Rode Antraciet in Heverlee and at the different locations of the learning areas.

The European Project Supervisorwill work under the supervision of the senior management of De Rode Antraciet vzw and in close collaboration with the sports coordinator and the coworker responsible for all European projects at De Rode Antraciet vzw.

1. **Responsibilities:**
   1. **The European Project Supervisor is responsible for the overall planning of the project.**

* Define the scope of the project in close collaboration with the European partners, the senior management, the sports coordinator and the coworker responsible for all European projects at De Rode Antraciet vzw
* Create a detailed work plan and timing which identifies and sequences the activities needed to successfully complete the project
* Determine the resources within the framework of the funding agreement
* Develop a schedule for project completion that effectively allocates the resources to the activities within the framework of the funding agreement
* Review the project schedule with senior management and staff of De Rode Antraciet vzw that will be affected by the project activities; revise the schedule when required
* Determine the objectives and indicators upon which the project will be evaluated at its completion
* Write reports on the project for the senior management of De Rode Antraciet vzw and for the funder (European commission)
* Communicate with the funder (European Commission) as outlined in the agreements, in close collaboration with senior management of De Rode Antraciet.

**3.2 The European Project Supervisor will monitor the progress and products.**

* Execute the project according to the project plan
* Establish a time schedule
* Ensure that all project information is appropriately documented and secured
* Develop forms and records to document project activities and resources.
* Monitor the progress of the project and make adjustments together with the European partners to ensure the successful completion of the project
* Establish a communication schedule to update stakeholders, European partners, co- workers and senior management of De Rode Antraciet vzw, on the progress of the project
* Review the quality of the work completed with the European partners on a regular basis to ensure that it meets the project standards and the European requirements.
* Ensure that the project deliverables are on time, within budget and at the required level of quality
* Evaluate the outcomes of the project as established during the planning phase
* Plan and organize a European conference (2023) together with the VUB (Vrije Universiteit Brussel) on the subject

**3.3 The European Project Supervisor will be responsible for the management of the finances.**

* Monitor all budgeted project expenditures
* Monitor cash flow projections and report actual cash flow and variance together with the senior management of De Rode Antraciet vzw on a regular basis
* Manage all project funds according to established accounting policies and procedures
* Ensure that all financial records for the project are up to date
* Prepare financial reports and supporting documentation for funder as outlined in funding agreements

**3.4 The European Project Supervisor will be responsible (together with the senior management and the sports coordinator) for the coordination and support of the European partners and project participants.**

* Support and coordinate European partners in order to ensure an effective time management and ongoing motivation
* Select prisons for the project activities, in consultation with the senior management and the sports coordinator.
* Support and coordinate project participants, coworkers, volunteers and students , in consultation with the senior management and the sports coordinator of De Rode Antraciet vzw
* Support and coordinate project participants and/or volunteers according to the established policies and practices of De Rode Antraciet vzw
* Ensure that all European partners and project participants receive an appropriate guidelines to the organization and the project

1. **Required competences:**

Generic competences for De Rode Antraciet vzw:

* Team player
* Planning, organisation and realisation
* Problem solving and positive thinking
* Administer expertise
* Create, learn and innovate
* Flexibility
* Independent and able to work in a team
* Immune to stress
* Multiple loyalty (to different stakeholders: the organisation, prisoners, local colleagues of partner organisations, Justice department, …)
* ICT skills:

Able to work in a Cloud environment

Knowledge of Office

Specific function competences for the European Project Supervisor:

* Ethical Behavior
* Effective Communicator
* Creative and innovative person
* Leader
* Decision Maker
* Skilled organizer
* Skilled planner
* Problem solver