

## WCCE Coordinator Brief

### 1. CONTRACT SPECIFICATION

**Role:** WCCE Coordinator

**Reporting To:** WCCE Secretary General

**Location:** Based at contractor home with occasional travel within Europe covered by WCCE

**Duration:** till April 30th 2025

**Contract type:** Independent Contractor

**Fee:** 38.700 € per year

**APPLY HERE:** <https://forms.gle/gfChAXYUysiHAE2P8>

### 2. CONTRACT OBJECTIVE

World Crafts Council Europe (WCCE) wishes to contract a dynamic Project Coordinator whose key responsibility will be to coordinate the WCCE network and manage the funded projects and partnerships.

### 3. KEY RESPONSIBILITIES

- Provide project and relationship management for a range of strategic projects and external stakeholders.
- Manage budgets and track Key Performance Indicators across all areas of activity, gathering and inputting data for all reporting requirements.
- Coordinate all events – either virtually or physically.
- Support the Secretary General and Board, with diary planning and management, including arranging internal and external meetings, preparing and disseminating agendas and papers, organising refreshments and travel bookings as required.
- Provide detailed information for reporting.
- Lead on communication: strategy, website and channel maintenance (pinned posts, account following, hashtag monitoring, etc), customer service (responding to DMs and comments), partner fulfilment, paid advertising, accessibility fixes (e.g. alt tags and captioning) copyediting and image sourcing.
- Ensure all marketing and communication is accessible and works towards our aim of promoting diversity, inclusivity and equal opportunities.
- Use excellent copywriting skills to translate WCCE information and opportunities into compelling stories for social and e-newsletter audiences.
- Create and/or manage press resources such as press releases, photography, and film.
- Liaise with designers and other creative agencies on production of high-quality print and digital marketing collateral.
- Be an ambassador for the WCCE and represent it at appropriate events.

### 4. REQUIREMENTS

- The WCCE Coordinator will require an excellent understanding of current WCCE programmes.
- Understanding of EU funding programmes.
- Experience or equivalent in the enterprise, innovation and/or cultural fields.
- Willingness to travel internationally.
- Excellent organisational and proven administration skills.

- Excellent communication and public relations skills.
- Flexibility in terms of working with WCCE Board, members and key organisations.
- Understanding and knowledge of the craft and design sectors is desirable.
- A strong commitment to accessibility and social justice, ensuring that we are adhering to best practice within your field of expertise.
- Fluency in English and working knowledge of at least 1 or more languages is desirable.
- A high level of initiative, energy and motivation is required.
- Graphic design skills (desirable).

#### **5. RESPONDING TO BRIEF**

Your response to this brief must contain the following information:

- Outline of experience in the administration and delivery of relevant programmes and projects.
- Your C.V. detailing relevant qualifications, skills and experience.
- Please ensure all documents include your name in the file title

We welcome applications in written, audio or video formats. To submit applications in an alternative format, or to request information in an alternative format please email [secretariat@wcc-europe.org](mailto:secretariat@wcc-europe.org)

Please email using the Subject Title: 'WCCE Coordinator'

#### **6. DELIVERY**

WCCE Coordinator will start as soon as contracting has been completed.

Quarterly action plans will be agreed with the line manager and progress will be reviewed regularly.

#### **7. PAYMENT**

Consultant will send monthly invoices.

#### **8. SELECTION CRITERIA**

The successful consultant will be required to provide current evidence of all local tax and all appropriate insurances. Applications must be able to demonstrate prior relevant experience in the successful execution and delivery of equivalent projects.

For any info write to [secretariat@wcc-europe.org](mailto:secretariat@wcc-europe.org)