

## Job Description

<b>Job Title:</b>	European Programme Project Manager
<b>Process Team:</b>	Innovation & Development Programmes
<b>Location:</b>	Design & Crafts Council Ireland, Castle Yard, Kilkenny
<b>Reporting To:</b>	Head of Innovation & Development Programmes

### DCCI's Background:

The Design & Crafts Council Ireland (DCCI) is the main champion of the design and craft industry in Ireland, fostering its growth and commercial strength, communicating its unique identity and stimulating quality design, innovation and competitiveness. DCCI's activities are funded by the Department of Business, Enterprise and Innovation via Enterprise Ireland. DCCI currently has more than 60 member organisations and over 3,000 registered clients.

### Job Purpose:

The Design & Crafts Council Ireland (DCCI), wish to contract a dynamic project manager whose key responsibilities will be:

- The ongoing development of a European funding strategy for DCCI
- The development and management of applications to EU funding programmes
- The co-ordination and management of projects in receipt of European funding.

### Essential Functions/Responsibilities:

- Development of a targeted strategy to secure EU and other types of funding in line with DCCI's strategic plan 2020 – 2023.
- The successful and timely submission of applications to the EU resulting in additional funding streams for the organisation.
- Management, co-ordination and administration of activities for current EU funded projects - **Craftscode** (funded by Interreg) and **Crafting Europe** (funded by Creative Europe). To include:
  - Preparation and submission of regular progress reports based on project deliverables.
  - Management of project partners to ensure effective communication and delivery.
  - Management of project events and meetings in line with project objectives, budgets and timelines.
- Management of prospective successful applications for EU funding.
- Identification and development of relationships with international partners who share a common strategic vision for the purpose of securing EU funding.
- Preparation of an annual report, monthly board reports and other reports and metrics based on agreed targets.

**Other Duties:**

- Communicate and animate interest in DCCI programmes at local, national and international levels.
- Consistently fulfil the Design & Crafts Council Ireland's service charter commitments.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures.
- While every effort has been made to fully describe the responsibilities of the role, the post holder will be expected to take on duties additional to those listed, which are in line with the job title and experience required.

## Person Specification

**Qualifications and Experience:**

- 3rd level in European/International or Art/Craft/Design qualification.
- A good understanding and working knowledge of European programmes.
- Experience in delivery of previous EU programmes.
- Excellent organisational and project management, communication and public relations skills.
- Excellent people and interpersonal skills with the ability to work on one's own initiative and in teams.
- Ability to manage and devise action plans and workflows to ensure timely delivery of objectives.
- Willingness to travel internationally.

**Desirable:**

- Fluency in English and working knowledge of one or more languages.
- Understanding and knowledge of the craft and design sectors is desirable.
- A high level of initiative, energy and motivation.

**Other Information:**

- This position is for a fixed term employment contract for a period of three years: March 2020 – February 2023.
- The hours of work are 9 a.m. to 5.30 p.m. Monday to Friday. However, there may be occasions when evening or weekend would be required in order to meet deadlines.
- The European Programme Project Managers role will involve working from the Design & Crafts Council Ireland's headquarters in Kilkenny and will involve international travel.

**Application Process:**

Interested candidates are requested to send a Cover Letter highlighting relevant experience and interest in the role and Curriculum Vitae by e-mail to: [recruitment@dcci.ie](mailto:recruitment@dcci.ie)  
**Please title the email: European Programme Project Manager**

Closing date for receipt of applications is 12 noon **Monday 17<sup>th</sup> February, 2020.**