

Open call for the position of Project Manager



Position Title: Project Manager

Location: Brussels (Belgium) – remote work possible for candidates based in Europe, with regular presence in Brussels required.

Contract Type: Full-time or part time (flexible arrangements possible)

Profile & requirements (detailed description below):

- 3 years experience in EU projects
- Strong knowledge of youth work
- Excellent English; able to work in French and Dutch is an asset

Organisation: AYWA – Alliance of Youth Workers Associations

About AYWA:

AYWA is a European network of 13 youth workers' associations committed to strengthening youth work as a field, promoting its recognition, and contributing to policy development at European level. More information at: www.aywa.pro.

Role overview:

Project Manager will coordinate EU projects and contribute to AYWA's representation, advocacy, and policy work.

Key responsibilities:

Project and programme coordination

- Coordinate implementation of AYWA-led projects (e.g. Erasmus+, joint initiatives), ensuring alignment with work plans, timelines and deliverables.
- Monitor progress across work packages, identify risks and propose mitigation measures
- Coordinate the work of AYWA Working groups (thematic and organizational), ensuring alignment with priorities, continuity of processes and effective contribution to overall objectives.

Support to the Board and strategic processes

- Provide operational support to the Board in implementing AYWA strategic priorities
- Prepare background documents, briefs, and proposals for Board decision-making
- Follow up on Board decisions and ensure concrete follow up actions

Fundraising and resource development

- Identify funding opportunities at EU and international level aligned with AYWA priorities (e.g. Erasmus+, CERV, foundations)
- Coordinate development of project proposals in collaboration with members (concept notes, full applications, partnership building)
- Contribute to building and maintaining a funding pipeline (short-, mid- and long-term opportunities)
- Maintain relationships with key donors and partners in coordination with the Board

Network & partnership coordination

- Maintain regular communication with member organisations and project partners
- Facilitate coordination meetings (prepare agendas, moderate when needed, ensure follow-up)
- Support the development of strategic partnerships at European level
- Contribute to development of strategic partnerships

Quality assurance and reporting

- Oversee the quality of outputs and ensure consistency across deliverables
- Coordinate preparation of narrative reports (internal and donor reporting)
- Support monitoring of indicators and impact (linking to evidence-based advocacy goals)

Advocacy and visibility support

- Contribute to the preparation of policy inputs, position papers, and advocacy actions
- Support the coordination of joint advocacy initiatives with members
- Ensure alignment between project results and AYWA advocacy priorities

Internal coordination and systems

- Contribute to the development and improvement of internal coordination tools and workflows
- Ensure proper documentation and knowledge management across projects

Profile & requirements:

Experience

- Minimum 3 years of relevant professional experience in project coordination or management, preferably in international projects
- Experience in coordinating multi-partner projects and working with partners from different countries
- Experience with EU funding programmes and project cycle management
- Experience in fundraising and project proposal development

- Experience in working with civil society organisations, networks or membership-based structures
- Experience related to youth work, youth policy or European cooperation in the youth field is a strong asset

Core competences

- Strong project and programme coordination skills, including planning, follow-up and risk management
- Ability to translate strategic priorities into concrete actions and processes
- Strong organisational skills and ability to manage multiple tasks and deadlines
- Ability to coordinate groups, partnerships and collaborative processes
- Strong writing and communication skills in English; French and/or Dutch are an asset.
- Ability to prepare concise briefs, proposals and reports
- Ability to connect project work with policy, advocacy and representation priorities - this only if we keep this representation role
- Knowledge of the Youth work framework at European level, including key processes and strategic documents relevant to the field
- High level of autonomy, responsibility and proactive approach to work

What we offer

- Salary: competitive and based on experience
- Contract type: to be defined based on profile and experience
- Working hours: flexible, with a combination of remote work and presence in Brussels
- Holidays: in line with national regulations of the contract
- Health insurance: in line with system and contract conditions

All conditions (salary, contract type, and benefits) are negotiable depending on experience and profile.

Please send your CV and a motivation letter to info@aywa.pro by **18.05.2026**.

All applicants will be notified of the outcome of the selection process. Candidates shortlisted for the next stage will be invited for an interview.