



A European Non-Governmental Organisation in official liaison with
European Parliament, European Commission and the Council of Europe

JOB DESCRIPTION

JOB TITLE:	Project Officer
ANNUAL SALARY:	Depending on experience
CONTRACT:	Full time – one year contract
BASED AT:	the EUD office in Brussels, Belgium, OR remote (must be registered in an EU Member State)

PURPOSE OF THE JOB:

The Project Officer will work with the Project Team bringing a strong and structured end-user view to EUD's projects. The Project Officer will support the implementation, monitoring, and reporting of EU-funded projects and EUD initiatives. This includes coordinating with partners, managing project deliverables, ensuring compliance with funding requirements, and contributing to the dissemination of project outcomes. The position requires close collaboration with EUD colleagues and engagement with external stakeholders. The position requires occasional travel.

MAIN TASKS

In close co-operation with the Project Team, the Project Officer will:

1. Coordinate and implement project activities under EU-funded programmes (e.g. CERV, Erasmus+, Horizon Europe).
2. Support project planning, budgeting, and financial monitoring in line with EUD's internal procedures and funders' regulations.
3. Liaise with project partners and stakeholders across Europe to ensure timely completion of deliverables.
4. Draft interim and final project reports, and other documentation.
5. Support the organisation of project meetings, conferences, and training events, including logistics and interpretation arrangements.
6. Contribute to the preparation of new project proposals, including drafting sections, collecting partner inputs, and ensuring compliance with eligibility criteria.
7. Work to ensure the visibility and dissemination of project outcomes.
8. Maintain accurate documentation and archiving of project files.
9. Contribute to cross-team initiatives supporting EUD's strategic goals and advocacy work.
10. Promote gained knowledge to EUD's networks and to their collaborators via training seminars, workshops, conference presentations and forums.

The EUD office is a signing environment, and EUD is an equal opportunity employer, committed to fostering an inclusive workplace that actively encourages applications from candidates of diverse backgrounds and lived experiences.

PERSON SPECIFICATION

1. KNOWLEDGE

Essential requirements

- 1.1 Strong understanding of deaf culture, sign language and deaf community issues
- 1.2 Knowledge of project management principles, with at least 1 year experience in projects

Desirable requirements

- 1.3 Familiarity with accessibility issues in relation to deafness and sign language around the EU and willingness to learn more
- 1.4 Basic knowledge of sign language technologies and willingness to learn more
- 1.5 Equal opportunities/human rights approach to sign language and deafness and the ability to implement these values in the work
- 1.6 Knowledge of NGO work
- 1.7 Understanding of EU funding mechanisms, funding acquisition and grant writing

2. SKILLS/ABILITIES

Essential requirements

- 2.1 Ability to assimilate and process the information on a wide variety of issues and for a wide variety of the members of the project's consortium
- 2.2 Ability to effectively communicate in written English
- 2.3 Ability to be imaginative, creative, self-supporting, sense of initiative and a good sense of diplomacy
- 2.4 Ability to use information and communication technologies
- 2.5 Ability to manage a complex workload and to plan and prioritise multiple tasks across several parallel projects
- 2.6 Ability to work in a small, multicultural, busy and remote team
- 2.7 Willingness and ability to travel occasionally throughout Europe for project meetings and events

Desirable requirements

- 2.8 Ability to work in International Sign or willingness to learn (from National Sign Language)
- 2.9 Ability to look for and apply for potential grant funding
- 2.10 Experience with organising events, analysing results and compiling reports
- 2.11 Ability to process accessibility from a project's perspective in a user-friendly way
- 2.12 Problem-solving abilities and adaptability to changing project requirements
- 2.13 Attention to detail and analytical thinking
- 2.14 Ability to communicate complex concepts to diverse audiences

3. SPECIAL CONDITIONS

- 3.1 Willingness to work in an NGO environment and understand its values

Interested? Write a letter to EUD with CV and references. Email to Executive Director, Frankie Picron – frankie.picron@eud.eu with letter and CV attached. If English is not mother or preferred/main tongue, demonstrate clearly English language skills (e.g. list all English courses taken; proof of attendance for a certain period at a college or university where English is an official language, or having lived there as exchange student, or any other relevant experience, etc.)

Closing date for receipt of applications is 09/11/2025 Midnight

EUD EQUAL OPPORTUNITIES STATEMENT

The European Union of the Deaf (EUD) is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies to both the EUD's policy, information functions and its own employment practices.

The EUD recognises that the equal opportunities policy will require regular monitoring and review.

It is committed to opposing direct and indirect discrimination on the grounds of deafness, disability, ethnicity or national origin, colour, race, creed, gender, marital status, domestic circumstances, age, HIV status or sexual orientation or on any other grounds. The EUD recognises there are groups in society who are disadvantaged through discrimination and will work to redress any inequality in its own operations and employment practices.

This policy recognises and incorporates best practice relating to equal opportunities. Nothing in this policy is intended to prevent the EUD from following best professional practice in recruiting the person most suitable for the job.

The EUD requires its employees, interns and volunteers to comply with this policy.

The EUD will take positive action as necessary, as a policy development and information-providing body and an employer, to uphold this policy.

The EUD recognises the need to develop procedures to support the implementation of this policy, for instance a training programme, reasonable accommodation and a system of monitoring. These procedures will be incorporated into this policy as it develops.

Programme of Action / Implementation

The EUD will ensure:

1. that all job descriptions are drawn up in accordance with the equal opportunities policy.
2. that members of selection panels are committed to equal opportunities and that they consider applicants only on the criteria specified in the job description.
3. that no employee receives less favourable treatment than any other.
4. that employees from underrepresented groups are given training and support and reasonable accommodation.