

TOOL 2: An Example for potential positions and relevant skills (large scale scenario)

Position 1: Team Coordinator/Manager Role: Coordinating/managing the team; working in close collaboration with the Project Manager; networking and gathering intelligence about potential funding opportunities (EU and domestic); liaising and maintaining good relations with funders; reporting to Senior Management Team; coordinating funding needs across the organisation.

Hard skills: detailed knowledge of the overall plan and its projects; excellent communication skills; project management skills; application costing and resourcing skills.

Soft skills: good leadership and coordination skills; understanding of team work and co-creation; good analytical and system thinking skills; creativity and openness.

Position 2: Costing Manager Role: Coordinating the costing activities of projects (closely relating to the Project Costing Line); providing training to project staff in project costing and budgeting; working closely with the Finance department; monitoring financial progress of funded projects.

Hard skills: good accountability skills, good knowledge of budgeting; high levels of knowledge about programme funding eligibility and costing requirements; project management knowledge.

Soft skills: good analytical and system thinking skills; creativity and flexibility; communication.

Position 3: Calls and Resources Manager Role: responsible for the creation, monitoring and up-dating of the Funders Map, identifying funding opportunities disseminating information to staff and alerting stakeholders accordingly. Clarifying issues with funders if and when necessary.

Hard skills: detailed knowledge of overall plan and its projects; in-depth knowledge on EU and domestic funding programmes and calls; good project management skills; funding application writing skills to provide advice and guidance to staff.

Soft skills: creativity, analytical and system thinking skills, good capacity to understand interdisciplinarity, capabilities for adaptation, flexibility, creativity.

Position 4: Costing Assistant Role (only if it is a particularly large plan, or if project managers of the organisation are not managing their own project budget): providing practical support for the Costing Manager; assisting project managers in project budgeting and progress monitoring.

Hard skills: Good accounting skills.

Soft skills: flexibility, empathy, system thinking.