

PROJECT MANAGER JOB DESCRIPTION

Working hours:

09:00 - 18:00
4 days a week

Responsibilities:

- Develop relationships with partner organisations who can support with recruiting young people
- Manage relationships with our learning partners
- Deliver workshops with students of all ages
- Oversee and deliver all logistical set up for our projects
- Increase the amount of Makerversity members who are involved in our learning programme
- Build our profile and credibility in the Dutch maker education scene
- Work with the Learning Advisor and London Project Manager to share work and shape the future of MV learning projects across all sites

Key tasks:

- Brief writing
- Budget scoping and tracking
- Setting and maintaining timelines
- Putting together presentations
- Client liaison
- Documenting and archiving projects
- Updating and maintaining external presentation of projects on website & social
- Sourcing new relevant opportunities
- Experience in delivering making workshops
- Experience in design for prototype / manufacture

Ideal applicants would have the following experience and skill set:

- Comfortable working in a fast moving, startup environment
- Experienced creative learning facilitator
- Experience of managing projects and programmes with multiple partners
- Experience of working with youth organisations and/or young people in the Netherlands and/or in education
- Enjoy working with students of all ages
- A doer - practical, flexible, able to get stuff done.
- Excellent organisational and communications skills
- Basic knowledge of Photoshop, Illustrator and InDesign, Powerpoint and Keynote.
- Good people skills; positive, honest and creates confidence in others.
- Articulate and literate; able to present with ease.
- Collaborative with individuals at all levels: CEO to intern.
- An understanding and interest in the maker world, tech and innovations is a bonus but not a necessity.
- Fluent in both English and Dutch

What we offer you:

25k - 30k dependent on experience
Makerversity membership with access to all tools and machines for own projects

Application deadline:

Thursday 4th August, by 17.00

Please send a copy of your CV, a covering letter and an outline of an educational workshop that you would like to run for 20 youngsters at Makerversity given a maximum budget of €5,000.

All documents to be emailed to hallo@makerversity.org
Please include 'Project Manager' in the subject and detail availability to start work.

We plan to hold interviews week commencing 7th August.