

Interreg Europe Contact Point in Luxembourg of the V Programming Period (2014-2020)

JOB DESCRIPTION

Introduction

The Interreg Europe programme is supported by National Contact Points, which work in complementarity to the programme Joint Secretariat. Contact Points are viewed as the 'front-office' of the Programme, close to its customers and with knowledge of the local, regional and national context, with the capability to undertake project development and outreach work, and are:

- Seen as ambassadors of the programme in member states and regions
- Seen as a 'bridge' between the regions and the Interreg Programme
- Seen as an accessible supporter and first point of contact for projects
- There to support regional/territorial development through interregional cooperation
- There to maximise the value of the programme and its impact in territories

Importantly, there is a desire that CPs and JS together are perceived as offering a comprehensive service to the customers.

This paper sets out the prime functions of CPs, the services they are expected to deliver, and the mechanisms for monitoring and managing their workload. Finally, it details the typical competences expected from an individual fulfilling the role of a CP.

I. Tasks and responsibilities

1. Support the creation of high-quality projects

(a) Support the generation & development of project ideas

- Act as first point of contact in their regions for potential applicants interested in developing project ideas (including advice on programme principles)
- Work with those partners to shape and develop their project idea.
- Provide advice to potential applicants on the relevance of their idea with national priorities as well as with other national, regional, local initiatives including other ETC programmes (e.g. with overlapping territories)
- Develop and maintain an up-to-date list of project ideas developed by Lead Partners in their countries and regularly inform JS on new ideas, and support identification of synergies among project ideas
- Work with the JS to develop and run appropriate information and development events for prospective project applicants
- Support JS in identifying "gaps", and supporting actions to address gaps where agreed with the JS.
- Identify potential stakeholders and support their increased knowledge & awareness of the programme

(b) Support the development of strong partnerships

- To build a knowledge database of potential project partners within the national territory and their fit to programme objectives on the basis of the Programme stakeholder analysis

- To work closely with other CPs and the JS to share and circulate project ideas
- To assist potential applicants in identifying interregional partners.
- To support the facilitation of strong partnerships

(c) Support the development of high-quality project applications

- In collaboration with the JS/MA, provide support for partners who are drafting project applications.
- Support applicants with information concerning Programme rules
- Provide advice to potential project partners from other countries, when required, with regards to specific national and regional context, national administrative and legislative matters
- Support applicants in the use of the e-Monitoring and reporting System

2. Assist projects to deliver effectively

(a) Working with project partners to deliver their projects

- Work with the JS maintain contact with project partners to provide them with relevant information and respond to questions.
- Organize and participate in project events organised within the MS/region territory

(b) Working with projects to identify and capitalise on their results

- Work with the JS to collect data and analyse national results of projects to support project and programme capitalisation
- Provide support to JS in establishing potential synergies with other EU programmes
- Develop a contact database of national/regional/local actors, including potential beneficiaries, (stakeholders, beneficiaries, etc.) to share with JS and NCPs

(c) Supporting the training and development of project partners

- Support JS in organising LP seminars and/or other national, regional or thematic trainings and seminars

3. Promote the programme and its objectives

(a) Promoting the programme and its objectives to relevant stakeholders

- Support the implementation of the programme communication strategy in their own country, or in common language areas.
- Work with the JS to develop information material for their regions with the purpose of reaching stakeholders in the respective areas
- Inform relevant stakeholders about programme opportunities and results through widely accessible, national language information.
- Work with the JS to organise events at national level.
- Organise national promotional publications (presentation/results) where relevant
- Act as ambassadors for the programme at external events and networks at regional, national or international level

4. Supporting the functioning of networks

(a) Supporting the development of relevant regional, national and international networks

- Give feedback to the programme on any problems and difficulties encountered in participation and implementation of the programme

5. Monitoring of performance

- CP to develop an annual work plan.
- Participate in annual individual feedback sessions involving CP and Member State.

II. Performance management and monitoring

Work planning and performance monitoring

- The employer will arrange for an annual performance review, in line with the organisation's own policies and procedures. It will be structured around the tasks, the work plan and the competences, and it will also include identification of future targets and training needs.

III. Competences

The range of competences required to perform a CP function is broad. They include specific skills, knowledge and attitudinal factors, which make an individual predisposed to performing a service-oriented function.

Core Competences:

Knowledge	Skill	Attitude
EU-institutions	Functional knowledge of English	Integrity
EU policies	Computer literacy	Political sensitivity
Cohesion-policy	Managing change	Loyalty to Programme goals
Other ETC Programmes	Professional experience in the context of EU- Funds is of advantage, preferably in the field of Interreg.	Result orientation
		Open to other cultures
		Timely
		Adaptive/flexible

1. Team competences

Knowledge	Skill	Attitude
National policies and rules	University degree (4 years) in a field relevant for territorial development, preferably geography, spatial/urban planning.	Self-starter and self-manager within a geographical dispersed network
General understanding of themes of the 6 Specific Objectives	Moderation and facilitation	Service/client oriented
Territorial Cohesion	Speaking in public	Loyal to national policies
Interregional cooperation	Quick understanding of information	Putting the interest of the CP-network above the individual interest
ERDF and ETC regulations	Strong communication, external relations and networking	Exploring/curious/outgoing
Project management	Conflict resolution	Cooperative/connecting
		Creative
		Analytical

2. Functional competences CP

Knowledge	Skill	Attitude
National/Regional policies	Languages: Luxembourgish, French, German, English (EN is working language on programme level)	
Broad national/regional network		