

Participants Relations Officer (PRO) | N4CB – II

The College of Europe in Natolin is looking for candidates for the position of Participants Relations Officer (PRO) in an educational project for civil servants of the central administration of Ukraine entitled: “Natolin for Capacity Building Phase II – Strengthening Ukrainian Public Administration for EU Integration” (abbr. “N4CB – II”) financed by the European Commission

The planned employment period is June 1 – December 31, 2026, based on a service / employment contract.

Remuneration offered at this position is 8,000 PLN gross.

Scope of responsibilities:

- Serving as the primary point of contact for participants of the onsite training-research modules conducted at the premises of the College of Europe in Natolin and acting as liaison between participants and the Project Team;
- Interacting daily with participants of onsite training-research modules to address their needs, respond to inquiries, and provide assistance,
- Collecting and analysing feedback from participants on a regular basis;
- Providing support and guidance to participants during group field trips;
- Assisting participants in organising individual local trips;
- Designing and organising leisure-time team-building activities for the participants;
- Encouraging and facilitating participants' active engagement in the project's training programme and related activities;
- Supporting the Project team in the area of preparatory and organisational activities, implementation and development of the onsite training-research programme implemented by the College of Europe in Natolin;
- Involvement in the Project office work and implementation of administrative tasks.

Requirements:

- Completed higher education;
- No less than one year of experience in a similar position or of a similar nature, e.g. direct customer service, coordination of relations of project participants and/or project partners, communication tasks;
- A very good command of English and Polish (spoken and written); communicative knowledge of Ukrainian would be an asset;
- Readiness to participate in group field trips with project participants in Poland;
- Ability to plan and design schedules of activities;
- Ability to work in a team;
- High communication and interpersonal competencies;
- Efficient time management skills and organisation of own work;
- Knowledge of Warsaw and its region would be an asset;
- Experience in working with public administration on projects/programmes would be an asset;
- Obtaining a work permit, in case of foreigners, if applicable.

We offer:

- a job at a prestigious, international educational institution;
- full-time employment based on an employment contract;
- attractive remuneration;
- place of work: College of Europe in Natolin, Warsaw, Poland;
- participation in an ambitious and innovative project;
- opportunity to develop professional qualifications;
- engaging working atmosphere.

Please, send your CV in English **by 15 May 2025** to natolin4cb@coleurope.eu

Important notice: please, include the following clause in your CV, otherwise it will not be taken into consideration:

I hereby give my consent to the processing of my personal data by the College of Europe for the purpose of carrying out the recruitment process. I have been informed that the administrator of my personal data is the College of Europe, with its registered office in Warsaw (postal code: 02-797), 84 Nowoursynowska street, and that the data shall not be made available to third parties. I declare that I am aware of my right to access and rectify my data, as well as to demand deleting my personal data, and that my personal data have been provided on a voluntary basis.

Please, be informed that we shall contact only selected candidates.
