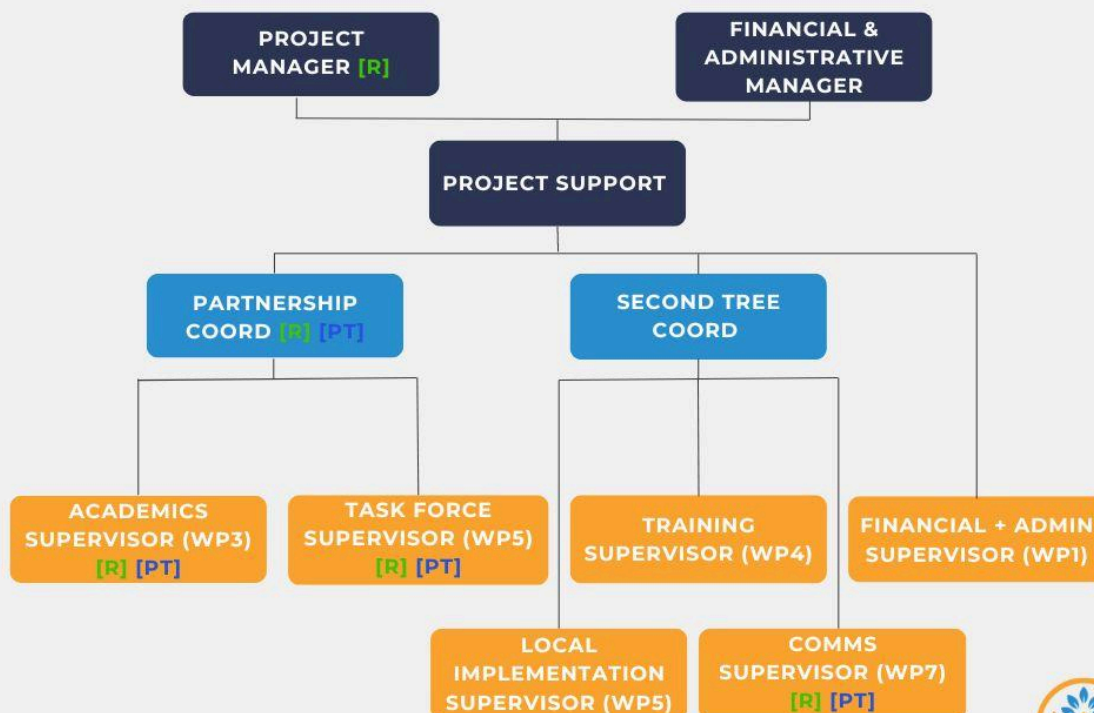


IN LOCO ORGANIGRAM



[R] = POSSIBILITY OF REMOTE
[PT] = POSSIBILITY OF PART-TIME



<p>PROJECT MANAGER [Remote]</p>	<p>The Project Manager is the person overseeing the whole project:</p> <ul style="list-style-type: none"> – Ensures that partners are implementing the project and its overall quality – Ensures that the project is meaningful, impactful and in line with RAP values – Leads project Steering Committees and Transnational Partners Meetings – Communicates with partners' coordinators, identifying strengths and weaknesses – Is the external face of the project, and "selling it" to externals – Communicates with the EU Commission throughout the project – Thinks about & seeks avenues to increase the visibility/reputation of the project and its expansion
<p>PROJECT SUPPORT</p>	<p>The Project Support is the information repository and internal focal point:</p> <ul style="list-style-type: none"> – Is aware of all communication between partners and Second Tree

	<ul style="list-style-type: none"> – Keeps track of everything that needs to happen, thinks ahead and identifies potential issues – Makes sure that Project and Financial managers are always aware of the state of the art, especially mishaps – Is the internal focal point for managers/coordinators who need an update on project/partnership progress – Participates and shares their knowledge during partners' meetings
<p>FINANCIAL & ADMINISTRATIVE MANAGER</p>	<p>The Financial and Admin Manager is in charge of the financial and bureaucratic aspects of the project:</p> <ul style="list-style-type: none"> – Is aware of all due diligence towards the European Commission – Reviews partners' compliance with Grant&Partnership Agreement – Thinks strategically about budget allocation and modifications – Oversees the partnership's financial reporting systems and its implementation – Convenes financial meetings, and oversees the relationship with partners' financial officers

<p>PARTNERSHIP COORDINATOR [Remote] [Part-Time]</p>	<p>The Partnership Manager is in charge of overseeing, understanding, and mediating the partner dynamics within the project:</p> <ul style="list-style-type: none"> – Oversees partner communications and attends partner meetings – Ensures partners comply with project commitments and timelines while strategically managing partner relations to maximise the project's impact and significance – Is aware of and mediates partner-related issues and communicates closely with the Project Manager – Manages the Academic Supervisor throughout Work Package 3: Transnational Research and Action – Manages the Task Force Supervisor throughout the project implementation
<p>SECOND TREE COORDINATOR</p>	<p>The Second Tree Manager will oversee the implementation of ST activities in the project:</p> <ul style="list-style-type: none"> – Ensures meaningful and impactful implementation of the Working Packages in Ioannina and the Second Tree context – Communicates and builds trust with the community and local authorities – Operationalises ideas with the team and coordinators on how to implement the project locally

	<ul style="list-style-type: none"> – Manages the team of Second Tree project supervisors: Local Implementation Supervisor, Training Supervisor, and Communications Supervisor. – Communicates with the Project Support and Project Manager
<p>ACADEMICS SUPERVISOR (WP3) [Remote] [Part-Time]</p>	<p>The Academics Supervisor will oversee the Transnational Research across all partners and participants:</p> <ul style="list-style-type: none"> – Oversees and communicates with partners and individuals involved in Transnational Research, including universities and researchers – Understands and is the expert on the Transnational Research Work Package; facilitating communication between the various actors throughout the project's timeline – Coordinates the search for refugee contacts within and external to Second Tree's extensive alumni network who can either a) be trained as Refugee Researchers (RRs) or b) participate as interviewees – Participates in the skills development of RRs and the execution of 200 refugee interviews during workshops and training sessions
<p>TASK FORCE SUPERVISOR (WP5) [Remote] [Part-Time]</p>	<p>The Task Forces Supervisor will oversee the Implementation and Monitoring of Local and Rural Actions Plans across all partners:</p> <ul style="list-style-type: none"> – Keeps track of Work Package 5 and the community monitoring developed by Professor Rosamaria Bitetti – communicating with Rosamaria and relaying information to implementing partners when necessary – Builds relationships with implementing partners who are organising Task Forces in their territories and assists in supporting the creation of Task Forces – Attends the Task Forces meetings and coordinates the formalisation of Task Forces' action plans; facilitating information sharing and the exchange of best practices – Coordinates with partners before and during the Learning Week in Italy
<p>LOCAL IMPLEMENTATION SUPERVISOR (WP5)</p>	<p>The Local Implementation Supervisor will oversee Second Tree's implementation at the local level:</p> <ul style="list-style-type: none"> – Coordinates, and ensures the quality of, Second Tree's activities – Manages Second Tree staff and its involvement in local implementation

	<ul style="list-style-type: none"> – Facilitates communication between refugees and local authorities – Creates and helps develop the Task Force in Ioannina – Organises local events
FINANCIAL + ADMINISTRATIVE SUPERVISOR (WP1)	<p>The Financial and Administrative Supervisor will support in the maintenance of the financial and bureaucratic aspects of the project:</p> <ul style="list-style-type: none"> – Manages the EU Portal; updating administrative and bureaucratic needs throughout the project timeline – Keeps track of all the admin and finance-related activities in the consortium – Monitors partners' compliance with EU guidelines, the Grant Agreement, and ongoing reporting; communicating with relevant managers when issues arise – Addresses budget questions with partners – Communicates with Managers about allocation and remodulation for Second Tree's budget – Prepares and attends financial meetings
COMMS SUPERVISOR (WP7) [Remote] [Part-Time]	<p>The Comms Supervisor will oversee the creation and dissemination of communications content required by Second Tree:</p> <ul style="list-style-type: none"> – Is aware of and manages dissemination commitments, as social media posts, newsletters, website updates, and press releases – Develops strategies to enhance the impact of Second Tree's content beyond minimum project commitments – Gathers and packages communications content – Coordinates and implements the dissemination strategy as agreed with partners – Assists with the dissemination of academic research
TRAINING SUPERVISOR (WP4)	<p>The Training Supervisor will be in charge of the training Work Package of the project:</p> <ul style="list-style-type: none"> – Develops and delivers the training curriculum in line with Second Tree's Community Engagement Model and the project's objectives and audience – Trains the trainers during the international seminar in Ioannina; supporting in the adaption of the curriculum to the needs of partners' particular contexts – Represents and serves as the expert on the Second Tree community engagement model – Provide ongoing support and build trust with local trainers through the implementation period.