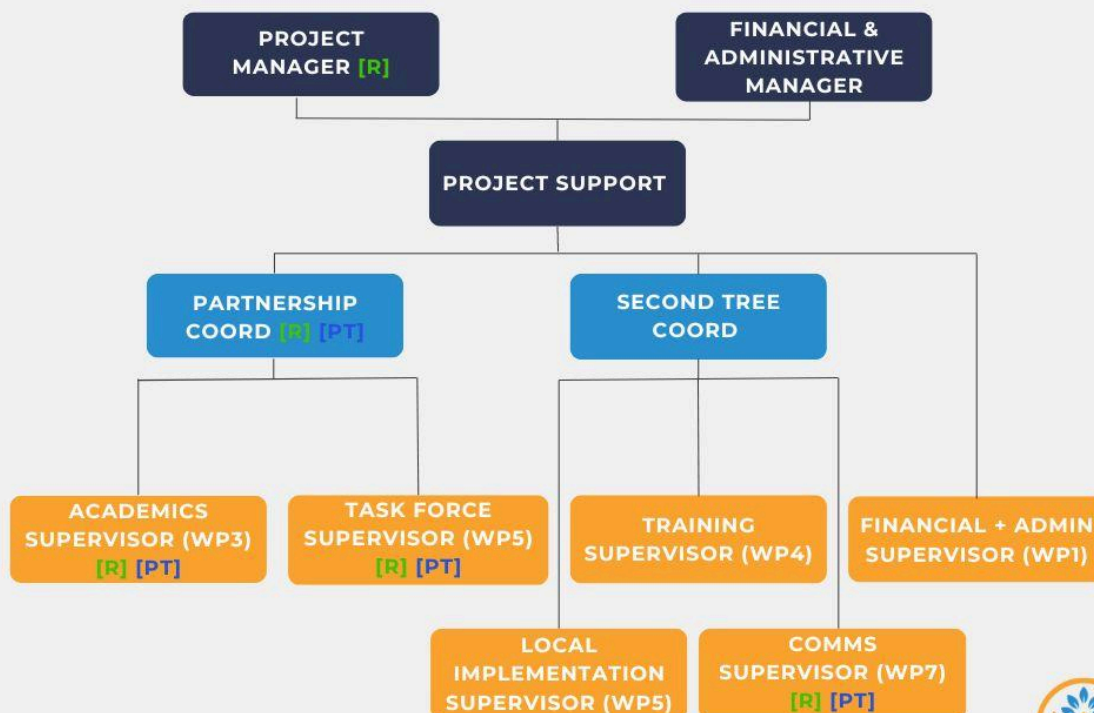


# IN LOCO ORGANIGRAM



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



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

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

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

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

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