

## **We are seeking a Public Participation Manager to join our team**

Place/form of work: Liepāja, Peldu Street 5  
Form of work: In person/remote  
Job start time: August, 2023  
Employment relationship: For a fixed period of time  
Workload: Full time job  
Salary and workload: € 2200 gross (before tax)

### **Main responsibilities**

- To manage and supervise public participation processes of the Liepāja 2027 Foundation, including volunteering encouragement, audience growth and accessibility, capacity building of organisations, monitoring, involvement of residents, public and non-governmental organisations in Liepāja 2027 and Liepāja 400 projects;
- Development of public participation strategy, action plan and its implementation.

### **Education required**

Academic degree or second-level higher professional education in public administration or other social sciences or the humanities, combined with the professional knowledge required for the position.

### **Knowledge and skills required**

- awareness of the Liepāja as European Capital of Culture 2027 project;
- ability to navigate processes related to public participation, including the organisation of volunteering, promoting accessibility, facilitating dialogue between different societal groups;
- experience in working with non-governmental organisations, awareness of their needs, opportunities for development;
- ability to initiate and implement projects related to public participation, to communicate with different societal groups;
- experience and skills in cooperation building with national and international level partners in project implementation and management;
- ability to independently manage work processes, analyse information, make decisions, plan and organise job assignments, budget and follow up public participation projects;
- ability to prioritise, plan and implement long-term and short-term public participation projects;
- knowledge and skills to manage the work of professionals involved in public participation;
- excellent communication and presentation skills;
- exceptional command of the Latvian language;
- very good command of the English language.

## **Background experience**

Experience in managing high-profile public participation projects, and international participation projects.

## **Application deadline and procedure for applying**

Applicants may submit their application documents by 23:59 hrs on 22 May by sending an e-mail to [liepaja2027@liepaja.lv](mailto:liepaja2027@liepaja.lv).

## **Documents to be submitted:**

- Curriculum Vitae (CV);
- covering letter (maximum 2 pages), specifying the title of the job for which the person is applying;
- mention at least two persons and their contact details who could, if necessary, provide references for the applicant;
- any other documents the applicant considers necessary.

Processing of your personal data: in order to ensure the recruitment process and the exercise of the rights and obligations arising therefrom.