

## Territorial Facilitator

### Interreg IV A – “2 sea” cross-border maritime cooperation programme France/England/Flanders/Netherlands 2007-2013

#### Overall responsibilities and position within the programme management structure

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The quantitative and qualitative success of the cross-border Interreg IVA programme will depend on the capacity of the programme's partner regions to deploy an effective information, coordination and assistance system in order to prepare projects. This system is based on a network of territorial facilitators working to support cross-border project leaders in the whole of the qualifying area.

The territorial facilitators will be coordinated, from an operational point of view, by the Interreg IVA Joint Technical Secretariat based in Lille.

In coordination with the institutional partners, the post holder will ensure the facilitation of cross-border cooperation projects within the Interreg IVA “2 Seas” area.

#### Responsibilities and activities

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*In liaison with all programme partners, the Managing Authority and the Joint Technical Secretariat, the territorial facilitators' responsibilities will include:*

- **Promoting and raising awareness of the programme and its aims;** in other words providing information on the benefits of the programme and the role of the facilitation network to potential beneficiaries in a specific region within the eligible area, in line with the strategies of the Managing Authority and its Joint Technical Secretariat;
- **Being aware of local needs:** taking on board feedback from project leaders in order to adapt facilitation accordingly and maximise the quality and successful monitoring delivery of projects;
- **Providing information to and raising awareness among project leaders ‘on the ground’** and providing an interface between project leaders, the Joint Technical Secretariat and the programme's partner authorities;
- **Fostering the emergence of projects** across the whole “2 Seas” programme cooperation area as well as facilitating ‘common priority’ projects in liaison with the “France (Channel)-England” programme facilitators:
  - Fostering the networking of partners from former eligible areas (under Interreg III) and new partners and by supporting them in their project preparation;
  - Supporting final beneficiaries in their search for partners in other Member States in the programme area and advising on the development of their partnerships in liaison with the facilitation network across the eligible area;



- Advising potential beneficiaries on programme and project requirements including project eligibility, the need for at least one partner from another eligible Member State and publicity requirements;
- **Supporting project development**, particularly by helping project leaders to ensure that their project demonstrates a clear cross-border added-value and by supporting them in the technical and financial aspects of project development;
- **Monitoring and supporting approved projects** by ensuring their cross-border added-value in accordance with the programme's requirements and regulations and ensuring that project leaders, partner authorities and the Joint Technical Secretariat maintain regular contact with each other;
- **Contributing to the 'programme dynamic' and networking:** to proactively contribute to the support and development of the programme, and to share and implement best practice across the whole facilitation network.

### Person specification (Education – Experience – Personal skills)

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- Experience of project development, coordination and management in a European context;
- Knowledge of EU regulations and the relevant European programmes;
- Very good knowledge of English is essential, in addition to a very good knowledge of French or Dutch (depending on the location of the post);
- Personal organisation skills, attention to detail and methodical working.
- Discretion, confidentiality, availability and an ability to travel on a regular basis throughout the Interreg IVa area
- Open-mindedness, flexibility, good team worker.
- A full driving license is essential.
- Good working knowledge of ICT.

### Status and specific conditions

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- The 2 Seas Programme requires three Facilitators, with each Facilitator allocated to cover one of the three eligible English Regions (South West, South East and East of England)
- The Facilitators will be required until 31 December 2014. It is intended that these will be full time roles for the first two years following appointment, reducing to 0.5 (fte) for the remaining 3 years of the programme.
- The Facilitators will be employed as home workers, however each facilitator will be frequently required to travel throughout their respective region in the course of their work. Upon appointment each Facilitator will be provided with an information pack setting out the details of organisations that are able to offer meeting rooms and workspace on a regular basis.
- The work of the Facilitators will be coordinated by the 2 Seas Programme Managing Authority, based in Lille, France.
- The Facilitators will be required to regularly liaise with their counterparts in other Member States and some overseas travel may be required.

