

Job offer:

Junior Researcher, Project Office

Elcano Royal Institute | @rielcano 

The Elcano Royal Institute (www.realinstitutoelcano.org), the most important International Relations think tank in Spain, is seeking a **Junior Researcher** to join a dynamic and international team at the **Project Office**. The main purpose of this job is to provide support at research and management needed for two projects (MINDb4ACT and J-SAFE) funded by the Horizon 2020 Programme of the European Commission.

MINDb4ACT is a 3-year interdisciplinary project coordinated by Elcano and developed by 17 partners in 10 European countries, including universities, think tanks, Police services, NGOs and technological companies. Its goal is to understand the process of radicalization and to develop ethical and effective actions against violent extremism, designed from innovation and technological frameworks.

J-SAFE is a 2-year project, coordinated by Italian Ministry of Justice, aimed to develop a holistic judicial strategy against all forms of violent extremism in prison. The project will be implemented through a cross-sectorial and participative methodology (training, communication tools) involving legal enforcement agencies, judicial and judiciary staff, social workers and academic bodies, all working together at different levels of responsibilities. It has 8 partners from 7 European countries including Police services, judicial agencies, academia and think tanks.

Working with the Director of MINDb4ACT and acting as Project manager for SAFE will provide a unique opportunity to collaborate with senior researchers, practitioners and managers in a dynamic and international environment and to learn how to manage large and complex EC grants.

It is expected that you will develop both research and management tasks to contribute to both projects

The main **duties and responsibilities** under Project Office Director and MINDb4ACT project manager guidance and supervision are as follows:

- Assist MINDb4ACT director in effective administrative and financial management and budget supervision.
- As required, contribute to Elcano's research deliverables in MINDb4ACT, in particular, supporting the research team in the dissemination of the project (web and social media)

- Help to ensure that SAFE deadlines, targets and objectives are successfully achieved by providing support, pro-active management and guidance to work-package leaders and partners;
- Collaborate closely with researchers at Elcano and colleagues in the Project Office – in particular project managers – to ensure that the projects are aligned with overall Elcano's strategy;
- As required, contribute to the development of future grant proposals;

In order to provide effective support, you will need to be fluent in English and stay in Madrid, at Elcano's headquarters, and occasionally you will have to attend meetings outside normal working hours and undertake international travel.

Applicants should have already completed a Degree in a relevant discipline. Having studied a master or equivalent course on Security and Terrorism will be highly considered. Experience in EU grants will be highly valued as well.

This is a full time and temporary post, available from February 2018 for a fixed term period of 12 months until January 2019 (6 month trial period and an option for extension of 2 years). This post is based in Madrid, at Elcano's office (Príncipe de Vergara, 51) with flexibility for remote work.

Applicants should send a CV and a motivation letter to Francisco Andrés, Project Office coordinator, at fandres@rielcano.org (**Subject: MINDb4ACT and J-SAFE job**)

Closing date: Midnight, 10 January.

Interview Date: In January 2018, to be confirmed with selected candidates.