



Caravan's Coordinator

Caravan is seeking an experienced and confident manager to develop the network through its international evolution and secure its financial and structural durability. Making sure Caravan can continue to thrive and ensure the delivery of its [strategic plan](#).

The successful candidate will be highly motivated, a problem solver, fluent in both French and English and very systematic.

The organisation

Caravan is an international youth and social circus network of 31 circus schools that advocates for the positive impact of youth and social circus. The network's vision is to use social circus as an educational tool and to dedicate this work to groups from disadvantaged backgrounds with specific needs. Caravan is a non-profit organisation that is committed to developing the sector and empowering its members.

For more information, please visit our [website or Instagram](#)

Conditions

Permanent contract 80% (CDI in Belgium), starting in January 2025.

This role will be based in Ecole de Cirque de Bruxelles, Belgium with the opportunity for occasional remote work after the first two months.

How to apply?

To apply please send your CV (max. two pages), cover letter (max. one page) and salary expectation to Caravan bara@caravancircusnetwork.eu

Please also provide two references and confirm if either can be contacted before the interview date.

The closing date for applications is 30th November 2025

First round of interviews for suitable candidates will be held on Zoom in mid-December 2024. Selected candidates will attend a second interview in Ecole de Cirque de Bruxelles in January 2025.

Job description and specific responsibilities

To develop and embed the systems, processes and habits needed to ensure Caravan can continue to thrive and ensure delivery of its [strategic plan](#), vision and mission.

In brief, this means working to ensure:

- Organisational development
- Fundraising & Financial management
- Governance, policies and procedures
- Team leadership and operational management

Knowledge/experience

Management:

- Minimum 4-years' experience in project management
- Experience of managing budgets in excess of 150,000 Euro.
- Considerable experience of developing templates, new ways of working and project management and reporting tools.

Reporting/financial/funding:

- Knowledge of the European funding programmes.
- Experience of reporting to funders and to a Board.

Education:

- Higher level qualification in project management, organisational development and/or related fields.
- Master's degree in International Cooperation, Political Sciences, Social Sciences or related fields ; or any equivalent experience.

Desirable:

- Experience of completing funding applications for various European/international funds and a track record of success across more than one type of grant/income stream.
- Experience of working in an international context and/or for a membership/network organisation.
- Knowledge of the European circus or arts and cultural sector is an asset.

Conditions

- Permanent contract 80% (CDI in Belgium), starting in January 2025
- Hours: 80% FTE
- Salary: Based on experience and PC 329.02 Salary grade scale 4.2.
- Location: Caravan office is located in Ecole de Cirque de Bruxelles, Belgium.
- Normally weekend work is not required, except in exceptional circumstances.