

Category of Activity	Department			
	Develop	Manage	Quality	
Economic Sustainability, Fincances and Funding	Searching financing programmes and relevant Calls for Proposals	Payments and other Banking transactions		
	Searching co-financing opportunities and informing colleagues beyond regular project management searching for co-financing (OVERLAP BETWEEN DEVELOP AND MANAGE)			
		Yearly report of finances for legal, managerial, evaluation and strategic purposes		
		Holds in-detail knowledge and provides directions regarding rules and conditions of funding programmes		
		Monitors the implementation of the economic terms of management plans and agreements with partners		
		Approves the final economic report for all projects		
	Managing operational grants (OVERLAP BETWEEN DEVELOP			
		General oversight over all applications submitted by the organisation and managed by subordinates (idea development, directions, editing and proofreading before submission). - Approval of Concept Summary (OVERLAP BETWEEN DEVELOP AND QUALITY)	General oversight over all applications submitted by the organisation and managed by subordinates (idea development, directions, editing and proofreading before submission). - Quality check (OVERLAP BETWEEN DEVELOP AND QUALITY)	

Image, Communication, Visibility, Outreach	Digital Media development and outreach (SM, Newsletter, Website)	Website Management and Implementation	
	Communication with traditional media		Impact assessment (create the mechanism/system for receiving inputs, test and make sure it is implemented)
	Increasing outreach of the newsletter (monthly and special)		Newsletter (material collection, outlook, content)
	Organisation's visual materials creation		Editing and proofreading (quality assurance) of all written materials and public communications published by Inter Alia
	Quality of Visual Materials (OVERLAP BETWEEN DEVELOP AND QUALITY)		Quality of Visual Materials (OVERLAP BETWEEN DEVELOP AND QUALITY)
	Co-creating advocacy strategy and support implementation of all advocacy campaigns (OVERLAP BETWEEN ALL DEPARTMENTS)		
Organisation's Bodies and Structures	Council of members (outreach campaigns)		Monitors structures and the work chart and applies necessary changes upon general consent when needed
	Council of members meetings (preparation, implementation, reporting)	Oversight of the membership programme	
	Advisory board meetings (communication, preparation, implementation, reporting)	Internal communication of the IA team (ongoing)	
		Internal Communication (Accessibility of Files and Apps)	
	Availability to youngsters and council members in the office (DEVELOP AND QUALITY OVERLAP)		Availability to youngsters and council members in the office (DEVELOP AND QUALITY OVERLAP)

Partnership-building and networking-building	Maintains and extends the organisation's network and partnerships	Risk management for Identification of participants in international projects and activities in collaboration with the respective project manager	
	Academic networking (with universities and research&academic institutions)		
	Proposes partnerships for each project both in the application and the implementation phase		
	Approve and/or negotiate terms of involvement with partner organisations in the application phase		
Human Resources		Monitors human resources of the organisation (e.g. leaves, working hours)	
		Office programming, management, maintenance (supplies, improving working environment)	
		Volunteers/Interns management (structure, approach, tasks, assignment of mentor, paper work)	
		Volunteer housing management (communication, arrangement with landlords, supplies, trouble-shooting)	
		Managing internal requests, complaints and needs. Takes care of staff personal development, team dynamics, and life long learning opportunities for staff	

Project Management		Suggest assignments of project applications to colleagues	
		Allocate projects to colleagues	
		Co-creating project strategy (activity, communication, finances) along with the project manager	
		Keeps records of all templates used in the implementation of projects	
		Approves management plans and internal agreements with partner organisations	
		Managing external complaints and suggestions for improvement	Ensures that all activities are in line with the qualitative standards and reflect the mission of the organisation
		Yearly report of activities (OVERLAP BETWEEN MANAGE AND QUALITY)	
Economic Management, financing and accounting		Collect and organise receipts – invoices	
		Transparency and good practices of finances	
		Yearly accounting of finances	
Research and Studies			Research conduct and Research strategy management
			Ensures quality of research (Desk, Field, Activity)