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VO ID No - VO/0200

CALL FOR APPLICATIONS: Post of Activity Coordinator - Part-time

POSITION: Activity Coordinator – Sustainable Communities & Global Education Projects

DURATION: April 2026 – 31 December 2027

HOURS: Part-Time with flexible hours, with possibility of hybrid working

LOCATION: San Gwann, Malta

Are you passionate about social justice, human rights, and sustainable development? Do you have hands-on experience managing impactful NGO projects? Join Kopin and become part of a dynamic team committed to creating lasting change in society through transformative community initiatives!

As an Activity Coordinator at Kopin, you will play a key role in implementing projects that promote social equity, sustainability, and community empowerment. If you have a track record of successful project management within the NGO sector, this is your opportunity to make a tangible impact on diverse communities in Malta.

Kopin is a Maltese non-profit association (VO/0200) working in international cooperation for sustainable development, global citizenship education and the protection of and access to human rights. For more detailed information about the organisation please consult our website – www.kopin.org

The Projects

Kopin is the Maltese partner within two international consortia implementing two projects co-financed by the European Union programme [DEAR](#) as well as a third project co-financed by [CERV](#).

The '[SUBLIME SDGs](#)' project is being implemented in eleven EU border towns and islands by local authorities and civil society organisations. The project activities aim to contribute to strengthening a sense of co-responsibility for local and global sustainable development among EU citizens and to promote active engagement in response to the global challenges outlined in the United Nations 2030 SDG Agenda.

The [DCYDE!](#) project champions Digital Global Citizenship Education (D-GCE) and sustainable development among young people across Europe by fostering transnational partnerships and

transcultural collaboration. The project harnesses the power of digitally-supported and interactive GCE activities to deepen understanding of global interdependencies and inspire transformative engagement. “DCYDE!” focuses on building the capacities of educators and institutions to integrate GCE within schools and throughout communities.

The Y-Turnout project aims at empowering young Europeans to actively shape EU, national and local policies relating to sexual and reproductive health and rights (SRHR) intersecting gender equality, healthcare access and social justice. Y-Turnout is a participatory democracy initiative designed to address the growing political disengagement and gender gap among young Europeans. The initiative responds to democratic backsliding and shrinking civic space by reinforcing fundamental rights by amplifying youth voices in policymaking, fostering inclusive participation, and advancing gender equality to ensure SRHR remains a priority in the EU agenda.

Key responsibilities

The Activity Coordinator will be supporting and reporting to the Project Coordinators of the projects and are expected to carry out the following:

- **Manage project tasks:** Carry out the planning, implementation, and reporting of project deliverables, in collaboration with the team, partners, relevant stakeholders and service-providers;
- **Engage stakeholders and partners:** Engage with national and international partners, beneficiaries and stakeholders in the implementation of project-related activities;
- **Organise project activities:** Develop and design activities in relation to the project's focus and objectives;
- **Budget and admin:** Prepare annual activity-based project budgets as well as financial reports and keep track of expenditures;
- **Communication:** Produce content for the projects' online media, including Kopin's website, social media and other communication channels;
- **Ensure compliance with donor regulations:** Ensure that project activities and expenditures comply with the regulations of the donor organisations;
- **Capacity building & empowerment:** Support in the facilitation of workshops, community activities, and training sessions;
- **Monitoring & evaluation:** collect relevant information and keep an accurate record of project achievements and outcomes for monitoring and evaluation purposes.

Experience and Qualifications Required

Essential

- **Commitment to human rights and sustainability:** A proactive and dynamic individual, committed to advancing human rights, sustainability, and community development;
- **Proven experience of working with an NGO:** At least two years of experience working within NGOs, implementing activities and/or managing projects at local, National or European level (internships and volunteering experience included);
- **Relevant academic background:** A Bachelor's degree or higher in a relevant field of studies (e.g. social sciences, youth work, political studies, anthropology);
- **Networking and collaboration:** Experience in building and maintaining relationships with stakeholders. Ability to engage with diverse communities and work collaboratively across teams;
- **Communication skills:** Excellent communication skills in English, both spoken and written. Knowledge of Maltese is a plus.
- **Tech-savvy:** Proficient in Microsoft Office, Google services, etc.;

- **Strong organisational skills:** Ability to manage multiple tasks simultaneously while maintaining attention to detail and meeting deadlines;
- **Cultural sensitivity:** Proven experience working in diverse and multicultural environments;
- **Clear police conduct:** Required for employment.

Desirable

- Previous experience in coordinating educational, human rights, social justice, and/or community building projects and initiatives;
- Previous working experience in an EU-funded project;
- University Degree at Master's Level or equivalent in a relevant field of studies;
- Previous experience working with digital tools and social media platforms;
- Knowledge of online-based collaboration tools (e.g. Zoom, Padlet, Mentimeter).

EMPLOYMENT CONDITIONS

- **Duration:** This post is offered as a definite employment contract until December 2027, under Maltese legislation. Expected starting date is mid-April / May 2026
- **Part-time:** This is a part-time post with an average of 20 hours per week (0.5 full-time equivalent); however, due to the nature of the projects, the chosen candidates might be required to adapt to a flexible allocation of working hours as well as being available outside regular office hours, according to project needs.
- **Travel:** The successful candidate will be required to travel for project consortium management meetings and conferences abroad (between two to three trips a year). They will also be required to work both from Kopin's office as well as at venues where project activities are being implemented.
- **Compensation:** The payment offered will be commensurate with the experience, qualifications and the duties of the candidate, up to a maximum gross annual salary of €12,900 for a part-time post at 50%.
- **Residence:** This post is open to candidates already residing in Malta and with an authorisation to work, if applicable. The selected candidates will need to be living in Malta for the duration of the contract.
- **Equal opportunity employer:** Kopin is committed to fostering a diverse and inclusive workforce. We encourage applications from all qualified individuals, regardless of race, gender, sexual orientation, nationality, religion, or disability status.

How to Apply

In order to apply, send your **motivational letter** (not longer than one page) and **CV** (including at least two references) in **PDF format** to info@kopin.org, with "**Activity Coordinator application [& Your Name]**" in the subject line.

Applications close on Friday 10th April 2026 at noon. All applications need to be received by the set deadline. No late applications will be considered.

Interviews of candidates will be held **in person in San Gwann** between the **20th and 22nd April 2026**.

Only shortlisted candidates will be contacted for an interview. CVs and personal data of non-selected candidates are not shared with anyone outside our organisation and will be deleted immediately after the recruitment process.