



FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE



FoodSafety4EU has received funding from the European Union's Horizon 2020 Research and Innovation programme under Grant Agreement No. 101000613

www.foodsafety4.eu

Role description facilitator:

Scope:

- You are responsible for facilitating three workshops.
- You communicate the rules for the workshop and foster team building.
- You are NEUTRAL and do not contribute to content in the workshops.
- You guide the discussions and sessions in the workshops.
- You make sure that all voices are heard and help the group to reach their goals.

Tasks:

- Attending the two days online training on 28. & 29.04.2021
- Facilitate three workshops (online and f2f depending on the pandemic situation)
- Travel to the workshop venue if necessary
- Preparation of the workshop (by applying FSOLab guidelines/instructions in close collaboration with lab managers! Includes providing moderation materials (post-Its, flip charts, Pin walls, coloured cards, pens, etc.) and (virtual) rooms)
- Contribute to documentation and reporting of WS results, according to the FSOLab guidelines

Skills:

- Experience with group moderation/training (ideally online and f2f)
- Skilled use with online tools (e.g. Miro, Mentimeter, ZOOM, etc.)
- Enthusiasm about multi-stakeholder dialogues and co-creation
- Ability to understand the topic and discussions
- Ability to keep neutrality and not biasing the discussions (despite possible personal opinion ;)
- Following the red thread and distinguish important aspects from unimportant
- Stress resistant, flexible and reliable
- Positive mind-set ;)

Estimation of Person Months for this task: 1,5 PMs in total.



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