Thomson Media

Terms of Reference
for
Project Manager

BACKGROUND

Thomson Media supports journalists and media organisations worldwide often in challenging and emerging economies. Our work promotes ethical reporting and ensures independent, trusted sustainable media businesses developments. Thomson currently implements several media support programmes in the regions of Western Balkans and Central and Eastern Europe. Focus of Thomson's work is to provide a guidance to media outlets for sustainable development and operation through business mentorship, testing and implementing new and innovative business modalities, supporting media to attract and engage new and underrepresented media audience(s) including young, female, minority groups and diaspora.

Thomson Media is seeking a Project Manager to support the implementation of MediaMatch Europe: Matching Fund and Scale-Up Accelerator for Independent Media (MME) and to work closely with the wider project team and consortium partners.

ABOUT THE PROJECT

MediaMatch Europe: Matching Fund and Scale-Up Accelerator for Independent Media (MME) is a 24-month project expected to start in November 2026. It aims to increase the resilience and financial sustainability of independent and professional newsrooms across Europe by strengthening their fundraising efforts, upskilling their staff to implement audience-based revenue strategies, and supporting the introduction of new income streams during and beyond the project period. The project will be implemented by a consortium led by Germany-based Thomson Media, together with the Center for Sustainable Media (Hungary) and Médianes (France).

MediaMatch Europe will introduce an innovative Matching Fund mechanism and provide financial and technical support to up to 41 newsrooms in 16 countries across Western Europe, Central Europe and the Western Balkans.

In addition to financial support, the project will provide technical assistance and capacity development to help participating newsrooms strengthen fundraising, audience-based revenue strategies and financial sustainability. A public awareness campaign will promote the importance of independent journalism and citizen participation in sustaining free and pluralistic media as a pillar of European democracy.

SCOPE OF WORK

The Project Manager will provide overall supervision, coordination and quality assurance for the successful implementation of MediaMatch Europe. The assignment will ensure that project activities are delivered in line with the approved action, contractual obligations, donor requirements, consortium arrangements, organisational policies, agreed timelines and budget.

The Project Manager will oversee project planning and implementation, coordination among consortium partners and project teams, and the delivery of the Matching Fund and Auxiliary Fund mechanisms. The role will include supervision of grant-making and beneficiary-support processes, monitoring of project performance, risk and resource management, quality assurance, reporting, documentation and stakeholder communication. The Project Manager will also support timely corrective action, project closure, evaluation of results, lessons learned and knowledge transfer.

Main Tasks and Responsibilities

The Project Manager shall be responsible for the following tasks and responsibilities:

- Lead and supervise the overall implementation of MediaMatch Europe in line with the approved objectives, work plan, timeline and budget.
- Develop, maintain and monitor detailed implementation plans, schedules, milestones, responsibilities and resource-allocation frameworks.
- Coordinate project implementation with Thomson Media teams, consortium partners and other relevant contractors, consultants and stakeholders.
- Oversee the design and implementation of the Matching Fund and Auxiliary Fund processes, including calls or selection procedures, beneficiary onboarding, contracting, implementation monitoring and completion.
- Ensure that financial support to third parties is managed transparently, consistently and in accordance with the approved project framework, donor rules and internal procedures.
- Monitor the delivery of financial and technical assistance to participating newsrooms, including fundraising support, audience-based revenue development and the introduction of new income streams.
- Ensure compliance with EU regulations, contractual obligations, consortium agreements, data-protection requirements and Thomson Media policies and procedures.
- Manage and supervise project teams, including task allocation, performance monitoring, mentoring, and capacity building.
- Establish effective communication contractual obligations, consortium agreements, data-protection requirements and Thomson Media policies and procedures.
- Prepare and submit regular technical progress reports, management updates, presentations and donor reporting contributions.
- Oversee the project budget and expenditures, ensuring cost-efficiency, accurate planning and compliance with approved financial plans.
- Identify operational, financial, contractual, reputational and implementation risks and ensure that appropriate mitigation and contingency measures are applied.
- Monitor project outputs, outcomes, indicators and deliverables and ensure that expected quality standards and deadlines are met.
- Coordinate stakeholder meetings, consortium meetings, beneficiary sessions, workshops and consultations as required.

- Oversee the public awareness campaign and ensure that communication and visibility activities are aligned with the project objectives and applicable EU requirements.
- Maintain complete and accurate project documentation, records, approvals, beneficiary files and audit trails.
- Address implementation challenges and support timely problem-solving and corrective action.
- Support monitoring, evaluation, learning, knowledge-sharing and documentation of good practices throughout the project lifecycle.
- Ensure proper project closure, including final reporting, evaluation, documentation of results and lessons learned, and transfer of knowledge and deliverables.

EVALUATION CRITERIA

Education: A level of education which corresponds to completed university studies, preferably including postgraduate studies or at least 10 years of work experience in the field of project management, business administration, public administration, international relations, media, international development, or other related relevant fields.

Communication and Language Skills:

- Excellent communication, negotiation, and interpersonal skills.
- Ability to work effectively in multicultural and multidisciplinary environments.
- Fluency in English, both written and spoken, is required.
- Knowledge of additional European languages, particularly languages spoken in Central Europe or the Western Balkans, is an advantage.

Professional Experience:

- Minimum of 5–7 years of professional experience in project management and supervision.
- Proven experience managing EU-funded projects and familiarity with EU financial and reporting procedures.
- Experience working in the Western Balkans region and understanding of the regional institutional and socio-economic context is highly desirable.
- Demonstrated experience in media development, independent media support, grant-making, financial support to third parties, fundraising or revenue-diversification programmes.
- Experience coordinating international consortia, multidisciplinary teams and multiple stakeholders across countries.
- Experience supervising grant or beneficiary selection, contracting, implementation monitoring and reporting processes.
- Experience in budget management, procurement oversight, risk management and audit-ready documentation.
- Proven ability to deliver complex projects on time, within scope and within budget.

Technical Competencies

- Strong knowledge of project management methodologies, tools, and best practices.

- Good understanding of fundraising, audience-based revenue strategies and financial sustainability models for independent media.
- Excellent organizational, analytical, and problem-solving skills.
- Strong reporting, documentation, and presentation skills.
- Ability to monitor project performance results and indicators and implement corrective actions where necessary.
- Good understanding of quality assurance and monitoring and evaluation processes.
- Ability to manage sensitive information and apply transparent and impartial decision-making procedures.

Other skills:

- Ability to work remotely and travel within project countries when required and agreed in advance.
- Excellent presentation, oral and writing communication skills, with strong interpersonal and cross-cultural communication skills.
- High level of integrity, professionalism, and accountability.

DURATION OF ASSIGNMENT

The assignment is expected to commence in November 2026 and continue for 24 months, subject to the final project implementation schedule and contractual arrangements.

LOCATION

Candidate should be based in one of CREA countries in Western Europe, Central Europe and the Western Balkans. Travel may be required based on project needs and will be planned in advance with the Thomson Media project team.

APPLICATION PROCESS

Interested candidates should submit their resume, cover letter and offer to jobs(at)thomsonfoundation.org by **15.11.2026** with Subject: *MME Project Manager application.*

REVIEW AND AMENDMENTS

These Terms of Reference may be reviewed and amended as needed to meet the evolving needs of the project and organization.