Terms of Reference
for
Administration Coordinator

1. 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 an **Administration Coordinator** 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.

2. 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.

3. SCOPE OF WORK

Main Tasks and Responsibilities

- Maintain a complete register of all project-related financial transactions and ensure proper documentation of each transaction.
- Collect, verify, and systematically file all supporting financial, administrative, and procurement documents.
- Support the Fund Coordinator in reviewing third-party grant documentation and performing basic compliance checks.

- Assist in preparation of financial reports by compiling and organizing required supporting documentation.
- Ensure reconciliation and consistency between financial records and supporting documentation for reporting and audit purposes.
- Coordinate travel arrangements for staff, including logistics, documentation, and expense tracking.
- Provide general administrative and compliance support, including communication with vendors and maintaining organized project records.
- Regular communication with the program team to ensure smooth coordination of activities, timely exchange of information, and alignment on administrative, financial, and logistical requirements.

Deliverables

The Administration Coordinator is expected to produce and maintain the following deliverables:

- Comprehensive Transaction Register - up-to-date log of all project financial transactions with references to supporting documents.
- Complete Documentation Archive - organized and accessible repository of all financial, administrative, and travel-related supporting documents.
- Grant Compliance Support Files - verified documentation packages for third-party grants, including checklists and compliance verification records.
- Travel Management Records - documentation of all travel arrangements, including approvals, itineraries, receipts, and expense reconciliations.
- Audit-Ready Documentation Sets - fully prepared and traceable documentation packages for internal and external audits.

4. EVALUATION CRITERIA

Education: A level of education which corresponds to completed university studies including postgraduate studies or at least 5 years of work experience in the field of in Business Administration, Finance, Economics, Public Administration, Project Management, or a related field.

Language: Fluency in English and at least one of the languages spoken within the Western Balkans.

Professional Experience:

- At least 3–5 years of professional experience in administration, project support, or grant-funded project coordination.
- Proven experience in maintaining financial and administrative records, including transaction tracking and supporting documentation management.
- Demonstrated experience in supporting financial reporting processes, including compilation and verification of expenditure supporting documents.
- Experience in grant administration support, including review of third-party documentation and basic compliance checks.
- Experience in logistics coordination, including travel arrangements, procurement support, and expense documentation.

- Experience in organizing and supporting events, workshops, or field activities, including on-site coordination and post-event documentation.
- Experience working in donor-funded projects (EU, UN, or other international donors) is an asset.
- Proven ability to work with structured filing systems (digital and/or physical) and ensure audit-ready documentation.

Other skills:

- Strong administrative and organizational skills, with ability to manage multiple tasks simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with ability to work effectively with diverse teams
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); experience with document management systems is an advantage;
- Strong logistics and coordination skills, including travel and event organization.
- Collaborative working style with strong interpersonal and cross-cultural communication skills.
- Proactive, adaptable, and able to respond effectively to changing project needs and priorities.
- Ability to maintain confidentiality and handle sensitive financial and administrative information responsibly.

5. DURATION OF ASSIGNMENT

The assignment is expected to cover the 24-month project implementation period beginning in November 2026. The level of effort may vary during the project, with more intensive periods expected around the preparation and closing of calls, beneficiary selection and contracting, fundraising verification, payment processing and final closure.

6. 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.

The detailed work schedule, level of effort, reporting arrangements and payment terms will be agreed with Thomson Media and defined in the contract.

7. APPLICATION PROCESS

Interested candidates should submit their resume, cover letter and offer to jobs(at)thomsonfoundation.org by **23.11.2026** with Subject: *MME Admin coordinator application.*

8. REVIEW AND AMENDMENTS

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