

Project & Outreach Manager

ERRIN ([European Regions Research and Innovation Network](#)) is a Brussels-based platform that gathers together more than 130 regional organisations from 24 European countries. ERRIN aims to strengthen the regional and local dimension in the EU Research and Innovation policy and programmes. It promotes knowledge exchange between its members, focusing on joint actions and strategic partnerships to strengthen regional research and innovation capacities and thereby foster sustainable and inclusive growth in regions.

ERRIN was established in 2001 as an informal network and since this date has been on an incremental growth path as it moved from an informal network to not-for-profit organisation that now employs eight full-time staff. ERRIN offices are in Nordic House in rue du Luxembourg, 1000 Brussels situated with many ERRIN regions.

Job Description and responsibilities

The role of Project & Outreach Manager can be divided into two main areas of responsibility, firstly they will coordinate ERRIN's involvement in an ESPON Transnational Outreach project and secondly work within the Secretariat to support project development activities as well as foster relations with key European institutions and partners.

ESPON project and key tasks:

The ESPON 2020 Programme aims at promoting and fostering a European territorial dimension in development and cooperation by providing evidence, knowledge transfer and policy learning to public authorities and other policy actors. ERRIN is a partner in the Transnational Outreach (TNO) Support contract which runs between 2016-2019. The overall purpose of the TNO Strategy is to engage closely with existing and new key stakeholders from government organisations on all levels, academia, civil society and the private sector, covering the territory of the 28 EU Member States and the four partner countries. TNO activities are tailor-made to the specific policy interest and needs of the stakeholders and target groups in the concerned territories and make use of the evidence produced within the applied research and targeted analysis of the ESPON programme.

- Implementation of the ESPON TNO contract, working in close collaboration with the coordinator Inova+
- Leading the Work Package (WP) 3 on event organisation, which includes:
 - Coordination and organisation of 7 events in 2019 (2 conferences, 2 seminars and 3 workshops) according to the work plan divided into four transnational groupings
 - Producing tailored posters – from WP4.
- Liaison with the national ESPON contact points (ECPs) in each country on defining challenges and objectives of each event
- Continuous dialogue with ESPON Secretariat based in Luxembourg, in the organisation of these events (agreement on the event plan, objectives and draft agendas of all events, short reports and follow-up activities).

Secretariat tasks:

ERRIN is currently working on a range of European projects and is in a process of further improving its project activities vis-a-vis its members. This includes both a wide partnership building as well as project development activities as well as close relation to ERRIN working groups.

- Work closely with the Director of Projects to develop a pipeline of strategically important European projects;
- Support the Director of ERRIN to reinforce relations with the European Institutions, including representing ERRIN and its positions;
- Work closely with Director of ERRIN on the strategic working groups such as the group on Smart Specialisation;
- Revitalise and coordinate relations with strategic partner organisations, linking both to policy and future project development.

Requirements:

- Relevant University degree; degree on regional policy or spatial planning is an asset;
- Minimum 5 years' experience on innovation and research topics;
- Sense of diplomacy and good negotiating skills;
- Experience in working with regional authorities or regional actors;
- Knowledge of and/or interest in regional policy spatial planning and ESPON research;
- Experience in organisation of events across Europe involving public authorities and other stakeholders;
- Willingness and ability to travel within Europe;
- Strong cross-cultural communication skills;
- Able to multitask and capacity to work well under time constraints;
- Excellent use of English (both written and spoken) and fluency in another EU language.

We offer a competitive monthly salary between 3300-4500 euros depending on experience, meal vouchers, Brussels transport pass and a permanent contract.

Potential candidates are asked to send a CV and a one-page Cover Letter to teresa.vio@errin.eu clearly stating the possible starting date and contact details.

Deadline for applications: 17 October 17.00 CET

Only selected applicants will be contacted.