

Project & Policy Manager

ERRIN (European Regions Research and Innovation Network) is a Brussels-based platform that gathers around 120 regional organisations in more than 20 European countries. ERRIN aims to strengthen the regional and local dimension in EU Research and Innovation policy and programmes.

ERRIN was established in 2001 as an informal network and has since then been on an incremental growth path moving from an informal network to a not-for-profit organisation that employs ten full-time staff members. ERRIN's office is located in the Nordic House on rue du Luxembourg, 1000 Brussels, where many ERRIN members are also situated.

Job description – the purpose of the role

The Project Manager works closely with the ERRIN Director and the Director of Projects to develop and ensure an excellent delivery of ERRIN's project portfolio and ensuring synergies between project planning and delivery within the ERRIN thematic working groups.

The overall objectives of the role are to (i) effectively project manage a number of ERRIN's EU projects, (ii) to plan, develop and deliver high quality project development activities, (iii) to provide content support to ERRIN strategic working groups (iv) develop and manage effective relationships with key stakeholders in the EU research and innovation ecosystem.

Responsibilities and foreseen scope of tasks

Project development and project facilitation

- Work closely with the Director of Projects to develop a pipeline of strategically important European projects;
- Actively develop and create further synergies between ERRIN projects and Working Groups;
- Project manage one or more ERRIN projects in the area of green and digital transition;
- Together with the project team, maintain good quality and develop further project development services for the ERRIN members.

Representation and strategic partnerships

- Together with the Director and the Director of Projects develop and manage effective relationships with key stakeholders in the EU research and innovation ecosystem;
- Revitalise and coordinate relations with strategic partner organisations, linking both to policy and project development.

Working Groups

- Facilitate working groups related to green and digital transition, such as the ICT Working Group.
- Support the Working Groups to develop the annual work plans, define priorities, and follow up key processes and initiatives run by the European Commission in the area of WGs;

- Support the organisation of events and meetings in close cooperation with ERRIN members, and in particular Working Group leaders;

Requirements

- University degree;
- Minimum of five years' experience in the field of project management;
- Knowledge on European research and innovation policy and the related funding programmes, in particular, Horizon 2020 / Horizon Europe;
- Experience in the areas of green and digital policy;
- Experience in working with local and regional authorities;
- Excellent use of English (both written and spoken) and fluency in another EU language would be an asset;
- Ability to work and contribute to a multicultural environment;
- Ability to multitask and the capacity to work well under time constraints.

We offer a competitive monthly salary between €3000-4000 depending on experience, meal vouchers, Brussels transport pass, a permanent contract and healthcare benefits.

Potential candidates are asked to send a CV and cover letter to Teresa.Vio@errin.eu, clearly stating the possible starting date and contact details.

Deadline for applications: 12 November 17.00 CET
Only short-listed candidates will be contacted.