

Project and Policy Manager

The European Regions Research and Innovation Network ([ERRIN](#)) is a well-known Brussels-based platform that gathers around 120 regional organisations from more than 20 European countries. ERRIN supports members to enhance their regional and local research and innovation capacities and further develop their R&I ecosystems.

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 regions are 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 implement EU projects, (ii) plan, develop and deliver high quality project development activities, (iii) contribute and support ERRIN strategic working groups and policy work (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 two projects, [RIPEET](#) and [DT4REGIONS](#), 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

- Take an active role in the ERRIN policy work and facilitate one of the strategic Working Groups.
- Facilitate working groups related to green and digital transition, such as the ICT and Energy and Climate Working Groups.

- 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;
- Support the development of Working Group meeting agendas, attend the meetings, and organise the reporting of the meetings on the website.

Requirements

- University degree;
- Minimum of five years' experience in project management;
- Knowledge on European research and innovation policy and the related funding programmes, in particular, Horizon 2020 / Horizon Europe;
- Experience in working with and coordinating multiple stakeholders at local and regional level;
- Excellent use of English (both written and spoken) and fluency in another EU language would be an asset;
- Excellent interpersonal skills;
- Ability to multitask and the capacity to work well under time constraints.

Conditions

We offer a permanent contract with a competitive monthly salary between €3000-4000 depending on experience. Other benefits include 13th month, hospitalisation and healthcare insurance, meal vouchers and a monthly travel pass for Brussels (STIB-card).

How to apply

To apply, please send your CV and cover letter in English to teresa.vio@errin.eu with the job title as the email subject. The applications should also clearly state the possible starting date and contact details.

The deadline to apply is the **14 February at 17:00 CET**.
Only shortlisted candidates will be contacted.

Data protection

The information provided by the candidates in their application form is collected solely for the purpose of the selection procedure and the recruitment process.