

Project and Policy Manager

Climate

About ERRIN

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

ERRIN is currently recruiting a new colleague to take on a range of activities within ERRIN's portfolio of EU projects and thematic working groups related to tackling climate and green transition. An important part of the role will focus on the [Mission on Climate Neutral and Smart Cities](#) (Cities Mission) and providing support services within the [NetZeroCities \(NZN\)](#) project.

The Project and Policy Manager will work closely with the ERRIN NZC project team as well as with colleagues facilitating the work of the ERRIN Working Groups and Task Forces related to climate under ERRIN's Low Carbon Cluster.

In this role, you will help developing the Cities Mission and work on issues related to multilevel governance, national mission frameworks and addressing regulatory barriers through collaborative policy dialogues. You will also be in direct contact with two or three Mission Cities to help them through their Climate City Contract process, facilitating the development and the implementation of their climate commitments and related action plans and investment plans. You will connect cities with relevant consortium members and/or other cities that have relevant expertise or experience, as well as with various support tools offered by the NZC Platform.

The work on the Cities Mission will be closely linked to ERRIN's Low Carbon Cluster, which includes Working Groups on [Energy and Climate](#), [Transport](#) and [Smart Cities](#) as well as a Task Force on Adaptation to Climate Change. You will also take an active role in ERRIN's policy work and together with colleagues support the activities carried out within the Low Carbon Cluster.

In the foreseen tasks, the successful candidate will be working in close collaboration with smaller teams at ERRIN and be in regular contact with relevant consortium partners and members of the ERRIN network through the activities of the WGs and Task Forces. Nevertheless, the candidate will be expected to be pro-active and independent when it comes to planning tasks, managing deadlines, and carrying out both project and Secretariat activities.

Requirements

- University degree;
- Minimum of five years' experience in project management;
- Experience in working at local and/or regional level on climate related topics;
- Experience in working with and coordinating multiple stakeholders;
- Good understanding of European research and innovation policy and the related funding programmes, in particular Horizon Europe;
- Excellent use of English (both written and spoken), and fluency in another EU language would be an asset;
- Excellent interpersonal skills and team attitude;
- Excellent prioritisation and planning skills.

Conditions

We offer a permanent contract with a competitive monthly salary between €3,500 – €4,200 depending on experience. Other benefits include 13th month, hospitalisation and healthcare insurance, meal vouchers and transport pass.

The average weekly working time at ERRIN is set at 40h/week with RTTs.

The environment at ERRIN promotes a healthy work-life balance, offering a flexible approach when it comes to working hours and a hybrid office/homeworking schedule.

The candidate should be based in Brussels or willing to relocate at the start of their contract.

How to Apply

Applicants are requested to send a motivation letter together with a CV to Teresa.Vio@errin.eu, clearly stating the possible starting date and contact details.

Please mention “Project and policy manager - Climate” in the subject of the email.

Deadline for applications: 20 September at 17.00 CET

Only shortlisted candidates will be contacted.

Data protection

The information provided by the candidates in their application is collected solely for the purpose of the selection procedure and the recruitment process and may for this purpose be shared with partners in the NetZeroCities project.