

Project Manager

Title: Project Manager
Workplace: Greenovate! Europe E.E.I.G. offices, Renewable Energy House, Brussels
Status: Full-time contract
Reports to: Managing Director
Desired start: January 2020

Please send your application by email to Vicky Mosteyrin v.mosteyrin@greenovate-europe.eu by 2 December 2019. Interviews will take place in Brussels on 9-10 December.

Job summary

Greenovate! Europe is a Europe-wide expert group dedicated to accelerate green innovation. The Brussels-based Secretariat serves its members through information, networking and project acquisition, and through participation in high-profile European contracts.

Greenovate! Europe are looking for an experienced **EU Project Manager** to join our young and enthusiastic team.

The main responsibilities of the Project Manager are (1) to independently manage Greenovate! Europe's tasks in a number of high-profile EU funded research and innovation projects, and (2) to work towards the acquisition of new projects and contracts.

Main tasks

- **Management of European projects**
 - Implementation of activities related to communication, dissemination, replication and exploitation together with Greenovate! Europe members and European partners. Typical tasks include:
 - Communication actions – content creation for project websites and social media, supervising the production of promotional materials such as videos, project brochures, etc.
 - Knowledge transfer activities – organising webinars, workshops and conferences.
 - Communicating and mediating with partners on project implementation
 - Ensuring the implementation of projects to time, budget and quality
 - Preparing deliverables and reports to the funding body
- **Acquisition of new projects and contracts**
 - Identification of relevant calls for proposals and proactively promoting the participation of Greenovate! Europe
 - Initiating proposal preparation process
 - Drafting and budgeting proposals

Greenovate! Europe Job advertisement



Ideal profile

- At least 3 years' relevant working experience in EU funded projects, ideally Horizon 2020
 - Some experience with strategic communication and event management
 - Experience with preparation and drafting of proposals and tenders
 - Understanding of sustainability topics, in particular energy and smart cities
 - Proven experience with financial and administrative management of EU projects
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- Independent and responsible with excellent organisational skills
 - Ability to multi-task and perform well under pressure
 - Self starter and pro-active
 - Excellent communicator both written and spoken
 - Full proficiency in English, French and other languages an asset
 - Strong analytical skills
 - Advanced digital proficiency
 - Advanced Excel user

About Greenovate! Europe

Greenovate! Europe is a Europe-wide expert group dedicated to accelerate green innovation. The organisation provides innovation support services at EU level to research laboratories, technology developers, and policy makers. Its members extend along the entire innovation value chain from research institutes through to innovation consultants and clusters. The Brussels-based Secretariat serves its members through information, networking and project acquisition, and through participation in high-profile European contracts.

Sectoral focus: We work at the forefront of innovation with all technologies and services that have a positive life-cycle impact on the environment, with a focus on buildings and smart cities, resource efficient manufacturing, electricity, and bioeconomy and rural development.

Organisation: Greenovate! Europe is a membership-based non-for-profit structure headquartered in Brussels. It currently recruits its 20 members from 12 European Members States.

Our partners are Europe's top R&D centres, the most innovative and environmentally advanced cities, passionate green entrepreneurs and other dynamic eco-innovation stakeholders who can pride themselves to be among the pioneers of a green economy.