

JOB ADVERT: PROJECT & PROPOSAL MANAGER

Title: Project & Proposal Manager
Workplace: Greenovate! Europe E.E.I.G. offices, Renewable Energy House, Brussels
Status: Full-time contract
Reports to: Managing Director
Desired start: January 2022

Please send your application (CV and cover letter) to Vicky Mosteyrin (v.mosteyrin@greenovate-europe.eu) by **19th December 2021 included**. Interviews will be held in January 2022.

Job summary

Greenovate! Europe is a not-for-profit network of organisations dedicated to sustainable innovation. Together, we develop sustainability projects and provide innovation support services to researchers, companies and policy-makers. We foster collaboration between our members and carry out dissemination and policy activities in EU funded projects.

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 several high-profile EU funded research and innovation projects, and (2) to prepare and write research and innovation project proposals.

Main tasks

Management of European projects

- *Implementing activities related to communication, dissemination, replication and exploitation in Horizon 2020/Horizon Europe projects together with Greenovate! Europe members and European partners. Typical tasks include:*
 - o *Drafting and implementing communication and dissemination strategies (content creation for project websites and social media, supervising production of promotional materials such as videos, project brochures, etc.)*
 - o *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.*

Proposal preparation

- *Supporting proposal preparation, including production of Work Packages, draft dissemination, communication, and exploitation plans, and project budgets, under the supervision of the Proposals Co-ordinator and Managing Director*
- *Supporting the Proposals Co-ordinator in mapping topics of member interest, updating planning documents, and managing working groups with members to discuss opportunities and develop project concepts*
- *Identifying new opportunities and promoting the participation of Greenovate! Europe and its members in proposals.*

The Ideal Profile

- *At least 5 years' relevant working experience in EU funded projects, particularly Horizon 2020, including financial and administrative management*
- *Proven experience with preparation and drafting of Horizon 2020/Horizon Europe proposals and tenders (a must)*
- *Experience with strategic communication and event management*
- *Understanding and interest in sustainable innovation topics, particularly the focal areas of Greenovate! Europe's activities: Food & Bioeconomy, Industry & Circular and Energy & Mobility*
- *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.*

About Greenovate! Europe

Greenovate! Europe is a Europe-wide expert group dedicated to accelerating green innovation. 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 Food and Bioeconomy, Energy and Mobility, and Industry and Circularity.

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.

Our management team in the Brussels-based Secretariat foster collaboration between members and carry out dissemination and policy activities in [EU funded projects](#).

www.greenovate-europe.eu