

Application deadline: 13 August 2021

Office & Communications Manager

ABOUT EIT URBAN MOBILITY

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.

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|  | <p>We create systemic solutions that will move more people around the city more efficiently and free up public space.</p> |
|  | <p>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</p> |
|  | <p>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</p> |

Activities are carried out by partner institutions that are allocated to five Innovation Hubs. The objective of the Innovation Hubs is to create a vibrant innovation ecosystem, ensuring effective knowledge and activity management and prominent regional visibility. The Innovation Hubs coordinate local and regional activities of EIT Urban Mobility and the network with the core partners and other parties involved in their Innovation Hub region. The five Innovation Hubs work closely together to achieve the goals and mission of the EIT Urban Mobility.



MAIN DUTIES AND RESPONSIBILITIES

The **Office & Communications Manager** will be based in **Copenhagen** and reports directly to the Director of Innovation Hub North.

This includes the following tasks from an Office and Operations perspective (around 50% of the time):

- General office management incl. liaison with our office site host (Bloxhub) and co-tenant (EIT Climate-KIC)
- Responsible for local procurement, coordination of local service providers and suppliers
- Responsible for invoice processing and monthly payroll inputs
- Liaison with central IT department
- Support EIT and X-KIC affairs
- Archiving and stewardship of shared office folders
- Administrative partner management including maintenance of CRM (Podio) and other stakeholder databases
- Onboarding and enrolment/engagement of new partners
- Partner service subscription and support
- Liaison with central operations (PMO) and Innovation Hub admin colleagues
- Admin support of the Innovation Hub Director, Hub advisory committee and bi-weekly dial-in meetings for our partners
- Responsible for the annual/general reporting and audit support
- Support in practical and logistical aspects of meetings and events
- Manage part time auxiliary staff (studentervedhjælpere).

Communications (around 50% of the time). Tasks and responsibilities include the following, a.o.:

- Responsible for local/regional EIT brand compliance
- Responsible for IH North's communication strategy, stakeholder mapping, and country-specific communication plans
- Coordinate closely with and contribute to the objectives of the Communications and Stakeholder Relations team at EIT Urban Mobility headquarters
- Content production, visuals, and professional handling of digital channels (social media and contributions to EIT Urban Mobility inter-/and intranet, central newsletters, a.o.)
- Prepare and oversee that presentations are in line with EIT Urban Mobility communication guidelines
- Press relations, communication to and content production for public media and press
- Develop featured stories related to EIT Urban Mobility strategic objectives and challenges; content generation and messaging



- Main responsible for all internal meetings and events and support to centrally organised major events.

You will work closely with our Events and Engagement Manager (both reporting to the Director) and other colleagues as required.

KEY SKILLS AND EXPERIENCE

- Relevant work experience of at least 5 years in the field of administration/project management and/or communications/marketing. Proven experience from both domains is a distinct advantage;
- Experience in defining, implementing and maintaining B2B communication and/or marketing strategies and campaigns;
- Experience with public administration and/or EU funded programmes is considered an advantage;
- Experience in drafting articles or press releases (English language) and presentations (MS PowerPoint); experience with marketing collaterals and/or digital and social media.
- Distinct team player with a proven international work experience and a strong customer focus;
- Capability to work in both physical and virtual teams, activities, meetings and events;
- Strong IT literacy - Expert in Office 365 (Microsoft Teams, Excel, PowerPoint, Forms, etc);
- Proven capability to meet deadlines, with a stress-resistant, hands-on and proactive mentality;
- Ability and fluency in working with and across the different business cultures of our academic, industry, city and NGO partners and stakeholders from 10 different countries;
- Professional knowledge from the mobility sector and/or urban development or innovation projects is considered an advantage;

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state¹; Or have a work permit to work in Denmark.
- enjoy their full rights as citizens²;
- meet the character requirements for the duties involved.

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.



Education

- Completed Social Science, Business or Communications Masters' degree, or more than 5 years of equivalent professional experience³.
- Excellent command of written and spoken English (C1)
- Very good command of Danish or other Scandinavian language (C2 or higher).

JOB AND CONTRACT TYPE

Permanent and Full-time position.

LOCATION

- Copenhagen.
- Limited travel expected.
- No relocation expenses are assigned.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given;
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

Format: Save your completed application form in **one single file** in either PDF or Word format.

³ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.



- File name:** Name the file according to the model “*first name_last name - EITUM_Office&Communications Manager (IH North)*”. For example, Joanna Smith would name the file, “*Joanna_Smith EITUM_Office&Communications Manager (IH North)*”.
- Email title:** The subject field should read “Office&Communications Manager (IH North). HR062-2021”.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu.

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).

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