

Application deadline: 21 October 2021

Regional Innovation Scheme (RIS) Communication Assistant

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.

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

EIT RIS is designed to disseminate knowledge, know-how, good practices and lessons learnt emerging from the EIT Urban Mobility’s activities, as well as to widen participation in its activities. EIT RIS is designed as a two-way interaction scheme.

EIT RIS focuses on countries with limited or no participation in the EIT Urban Mobility, where innovation capacity is moderate or modest and which otherwise would not be able to benefit from the experience gained by EIT Urban Mobility.

The RIS team will be responsible for the continuing development of RIS community and portfolio, monitoring programmes, driving excellence and providing quality support and service to our RIS partners.

The RIS team is looking for an Assistant in Communication to support in the training and guidance of the new RIS hubs in their first year of activity and also in the new branding requirement connected to Horizon Europe. This position is for a temporary duration to support the hubs in their first year of creation.

MAIN DUTIES AND RESPONSIBILITIES

The **RIS Communication Assistant** reports to the RIS Director and to the Director of Communications and EU Affairs. The primary focus is to support and coordinate the communication of the RIS HUB and RIS Projects.

Tasks and responsibilities

Supervision of the communication of the RIS HUB and RIS projects

- Including the control of the implementation of the communication strategy of the RIS hubs
- Control and guidance of the branding issues and web/social media communication of the RIS hubs
- Support and control of the events of the RIS hubs
- Management of the event announcement of the RIS hubs and the RIS team
- Preparing communication material for the RIS countries
- Implementing communication activities in own projects (e.g. the X-KIC activities Jumpstarter, Western-Balkans (KAVA21427))

RIS team communication issues

- Support of RIS team by organising RIS events
- Improvement of RIS webpage
- Set up and management of a RIS newsletter
- Delivering RIS news to general UM newsletter
- Managing RIS success stories
- Supporting of the preparation of requested EIT reports
- Organization of RIS webinars
- Support the internal communication between the RIS team and IHs and Tas

General communication issues:

- Support of the tomorrow mobility event

KEY SKILLS AND EXPERIENCE

- Relevant work experience of at least 5 years, e.g. in the field of journalism, communication or similar
- International experience, especially in working with European matrix organizations is a plus
- Knowledge about Regional Innovation Scheme is a plus
- Motivation to work in fast-moving, innovative, and sometimes ambiguous environments
- Team player who can work independently
- Well-organized and structured
- Pro-active and hands-on
- Well-developed communication skills

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in the country of the job location;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

Education:

- Completed Journalism Masters' degree or similar¹.
- Written and spoken English (C1) and one additional relevant community language is advantage

¹ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

JOB AND CONTRACT TYPE

Temporary employment contract (until December 2022).

LOCATION

- The work location will be in Barcelona
- Travel is 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.
- File name:** Name the file according to the model "*first name_last name - EITUM_RIS Communication Assistant*". For example, Joanna Smith would name the file, *Joanna_Smith EITUM_ RIS Communication Assistant*".
- Email title:** The subject field should read "RIS Communication Assistant. HR072-2021".
- 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](#).