

Application deadline: 9 January 2022

# Business Creation Project Officer (IH South)

## 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.

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

In order to support the vision of creating more livable urban spaces, EIT Urban Mobility is opening a call for applications for a Business Creation Officer, with preferred location in Barcelona, Spain. The Business Creation Officer will be responsible for coordinating a programme that aims to facilitate international growth and scale up of women-lead startups. This is a temporary project with an estimated duration of 2,5 years.

## MAIN DUTIES AND RESPONSIBILITIES

The **Business Creation Officer** is part of the pan-European Business Creation team with the responsibility for coordinating specific projects within the Business Creation activities in region South and HQ. The Business Creation Officer will work in a matrix organization where he/she reports to the Business Creation Director in Barcelona whilst supporting the regional Innovation Hub activities under the direction of the Innovation Hub Director. The primary focus will be to coordinate a X-KIC programme to facilitate international growth and scale up of women-lead startups together with EIT Food and EIT Manufacturing.

This includes the following tasks:

- Facilitate international growth and scale up of women-lead start-ups and build the future pipeline of women-lead start-ups fundraising from angel investors and VC funds.
- Identify and support start-ups with the potential to become scale-ups by providing them with services and support to deliver faster growth
- Launch a call to identify European start-ups leaders in their home market and with the potential to scale faster with support.
- Identify industry experts to support start-ups and liaise account manager with start-ups to follow up and monitor progress.
- Select start-ups to benefit from the services.
- Deploy start-up support to access new markets.
- Monitor and deliver KPI's, progress and funding of the business creation programmes, including writing evaluating, and reporting projects.
- Liaise with incubators, accelerators and governmental initiatives aligned with EIT Urban Mobility's Strategic Plan.
- Support the partners in their delivery of business creation activities and coach them in concretizing opportunities for new calls for proposals.

## KEY SKILLS and EXPERIENCE

### Mandatory experience

- 2 to 5 years of working in the start-ups ecosystem, including coordination and management of start-up acceleration and/or incubation programmes and activities and/or creation, growth and funding a business venture. This specifically means:
  - Scouting and selecting start-ups, mentors, investors;
  - Coaching teams in start-up and financing lifecycles, evaluating progresses and impact of business ideas;

- Organizing, facilitating, and hosting workshops and activities;
- Monitoring, analysing and reporting on KPIs, progress, and funding;
- Liaising with external partners and stakeholders to ensure programmes sustainability.

### Other experience

- Experience in markets, business segments and technologies covered by EIT Urban Mobility.
- Experience from working in a multi-national multi-cultural environment, a European perspective is considered a plus.
- Versatile in teamwork on all organizational levels and experience from working in a matrix organization.
- Facilitation and advocacy skills. Experience in interaction at senior management level.
- Capability, ability and fluency in working with academic, industry and city partners.

## 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 Spain;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

### Education:

- Business, Engineering or similar Masters' degree or three years of equivalent professional experience. Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.
- Written and spoken English (C1).

## JOB AND CONTRACT TYPE

- Temporary Spanish contract (Obra de Servicio).

## LOCATION

- Preferred job location is Barcelona, Spain.
- Possibility to homework 2 days a week.
- Availability to travel when required.

## 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 “*EITUM\_last name\_first name*”. For example, Joanna Smith would name the file, *EITUM\_Smith\_Joanna*.  
Email title: The subject field should read “*Business Creation Project Officer. HR79-2021*”.  
Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

**Deadline for Applications: 9 January 2022**

### 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](mailto:recruitment@eiturbanmobility.eu).

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