




Application deadline: 3 February 2022

# Engagement Officer Education (1 year temporary contract)

## 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 more 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>

Activities are carried out by partner institutions that are allocated in 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 partnership involved in their Innovation Hub region. The five Innovation Hubs work closely together to achieve the goals and mission of the EIT Urban Mobility.

The Innovation Hub Central, based in Munich is looking for a Junior Engagement, Education and Innovation Officer, on a 1 year temporary contract, to support the Hub in its growing phase.

## MAIN DUTIES AND RESPONSIBILITIES

The Engagement Officer Education will be based in **Munich, Germany** and will support the Innovation Hub Central Team in managing the Innovation Hub Central partnership with a focus to engage current and new partners in EIT Urban Mobility education programmes. He/She will report to the Innovation Hub Director.

The Innovation Hub Central team is based in the new Munich Urban Colab where startups, corporate innovators, scientists and creatives from diverse sectors and disciplines are working together under one roof on intelligent technologies and services for smart city solutions.

The geography of Innovation Hub Central covers most of Germany and Italy, Switzerland, Austria, Slovenia, Croatia and Turkey countries and aims to engage all relevant stakeholders in the field of urban mobility situated in the countries covered by our geography. A number of key cities, universities, industries and SMEs are already member of our community. We are growing quickly and strive to integrate our partners in all our Innovation, Business Creation and Education programmes.

In this new position, the Engagement Officer Education will screen ongoing and completed projects for educational content, analyze the current partnership of Innovation Hub Central in view of EIT UM education activities, identify gaps and pro-actively approach existing and potential new partners and stakeholders with the aim to engage them in the various educational programmes of the EIT Urban Mobility Academy.

### Tasks and responsibilities amongst others:

- Analyse projects outcomes in view of educational content
- Identify training needs of the different sectors within IH Central partnership
- Drive the marketing of EIT Urban Mobility educational programmes with regional stakeholders
- Support Innovation Hub Central partners to develop proposals to be submitted to competitive funding calls
- Support monitoring of projects run by Innovation Hub partners and overseeing documentation and reporting of project performance
- Troubleshoot for Innovation Hub partners in matters related to projects and processes
- Feed the CRM tool with relevant information

## KEY SKILLS AND EXPERIENCE

- 1-2 year work experience minimum in urban mobility related fields
- Previous experience in working either with academic, industry and / or city partners;
- Proven international work experience;
- Experience with EIT Knowledge and Innovation Communities is an asset;
- Strong IT literacy - Expert in Office 365 (Microsoft Teams, Excel, Microsoft Forms, etc);
- Ability to identify opportunities and areas for improvement;
- Ability to work effectively in a fast-paced environment, with strategic and analytical skills
- Excellent communication skills;
- Capacity to work on physical and virtual events, activities and communication
- Proven capability to meet deadlines;
- Proven capability in event organization for different types of stakeholders;
- Distinct team player
- Creative thinker
- Hands-on and proactive mentality.

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

## Education:

- Completed Business, Communications, Social Science higher education or Masters' degree or more than 5 years of equivalent professional experience <sup>1</sup>.
- Written and spoken English (C1) and one additional relevant community language is advantage.

## JOB AND CONTRACT TYPE

Temporary contract (1 year contract).

## LOCATION

- The work location will be in Munich, Germany
- 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**.

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

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 –Engagement Officer Education (IH Central)*”. For example, Joanna Smith would name the file, *Joanna\_Smith EITUM\_Engagement Officer Education (IH Central)*”.
- Email title:** The subject field should read “Engagement Officer Education (IH Central). HR083-2022”.
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

**Deadline for Applications: 3 February 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](#).