

Application deadline: 31 March 2022

# Online Course Project Officer

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

## ABOUT EIT URRBAN MOBILITY ACADEMY

Our Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future.

Our programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, the Competence Hub offers intensive programmes on hot topics in urban mobility and transport to work with professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs, co-created by our partners in various locations in Europe. This lifelong learning

initiative uses a variety of formats including light online material in a web-TV channel, online courses, in-project training, and co-creation work, as well as more conventional face-to-face seminars. It aims to train 50,000 people per year and to reach a total of 500,000 people per year through its online offers.

More information on the Competence Hub: <https://www.eiturbanmobility.eu/competence-hub/>

## MAIN DUTIES AND RESPONSIBILITIES

The Online **Course Project Officer** will report to the Head of the Competence Hub and work in close relation with the Course Development Manager. He/she will be involved in the design, production, commercialisation and delivery the Competence Hub's F2F courses, as well as in the design, delivery and marketing of other online and e-courses. The position is linked to EU funding for the development of this project. This project has an estimated duration of 8 months.

Tasks and responsibilities include:

- Supporting the design, delivery and marketing of new e-courses developed within the New European Bauhaus initiative, reviewing/monitoring the progress of this project with the involved partners and the X-KIC team supervising this project.
- Day-to-day project management and progress/quality monitoring of F2F courses (on site, online and blended) developed by EIT Urban Mobility's partners/subcontractors (new courses and new editions of existing courses). Supporting the sourcing of these entities, the negotiation of the course proposals, the review/monitoring of the progress of these projects, the fulfilment of deadlines, the production of output, issuance of the deliverables and the consumption of resources. Supporting these partners/subcontractors so they are able to deliver in accordance with EIT Urban Mobility Academy's quality, budget, and impact requirements.
- Supporting the marketing and sales activities relative to these F2F courses so to reach the Competence Hub's revenue generation and financial sustainability targets/KPIs.
- Supporting the execution of the relevant administrative tasks and procedures (RFP, EOIs, calls, timesheets, contracts, etc.) needed to deliver F2F courses and manage our existing course portfolio, in collaboration with EIT Urban Mobility's legal/finance/PMO teams.
- Day-to-day responsibilities for project monitoring KPI's and milestones in accordance with EIT requirements. Regular reporting on the progress of the activities, the fulfilment of the deadlines, the production of output, issuance of the deliverables and the consumption of resources.
- Ensuring optimal synergies with other initiatives from the Academy Master School and Doctoral Training Network, X-KIC, and the rest of EIT Urban Mobility.

## EXPERIENCE AND KEY SKILLS:

### Skills

- Very strong organizational and project-management skills.
- Committed, proactive, trustworthy, accurate and respect of timelines and deadlines.
- A positive and 'can-do' mindset, curious to learn.
- Motivation to work in fast-moving and innovative, environments.
- Team player who can work independently.
- Knowledge of the mobility sector and/or urban development is considered an advantage.
- Professional use of MS Office (Excel, Teams, Sharepoint) and of LMS platforms, preferably WordPress.

### Experience

- 2+ years of working experience(s) in managing/producing online courses and e-courses, preferably in a blended-learning format (partly online, partly on site).
- 2+ years of working experience(s) in managing multi-stakeholder projects, preferably in the education sector.

## ELIGIBILITY

### General conditions

- be a national of an EU Member State or have a working permit valid in Spain;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service; and meet the character requirements for the duties involved.

### Education

- Master's Degree in e-learning/education/business/IT or equivalent training or working experience.
- Excellent written and spoken English (C1), additional European languages are a plus.

## JOB AND CONTRACT TYPE

- Full time permanent contract.

## LOCATION

- The employee will be based in Barcelona, Spain.
- Possibility to homework 2 days a week.
- No relocation expenses are assigned for this role.

## 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 "*Online Course Project Officer. HR087-2022*".
- Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto: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](mailto:recruitment@eiturbanmobility.eu).

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