

Application deadline: 16 May 2022

Innovation Programme Assistant

BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 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.

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

ABOUT THE JOB

The **Innovation Programme Assistant** will report to the Financial Sustainability Officer and work closely with the AIG (Action and Impact Group) Manager. S/he will contribute and have an impact on the Innovation Programme in different ways, including supporting with the financial monitoring of the innovation projects and documenting the negotiation of the commercial agreements and the collection process. In addition to that, s/he will have an active role within the AIG Team, providing administrative support for the submission of proposals and the implementation of European funded projects, organising information on funding opportunities and reviewing internal documents and deliverables.

Main tasks and responsibilities include:

Financial Sustainability

- Preparing meeting related documents, invitations, agenda items, minutes taker
- Maintaining, improving, and updating the CRM system
- Conducting risk analysis and data collection
- Building up network relations with stakeholders

- Preparing internal reports
- Ensuring optimal synergies with other areas within the organisation, Business Creation, Factory, and Finance

Action & Impact Group

- Support the preparation of European funded proposals, including providing and collecting administrative information.
- Ensuring proper monitoring and reporting of AIG activities including data collection and filing of documents related to the implementation of European projects.
- Reviewing, updating and following up with administrative requirements from the European Commission research portal.
- Provide support to the European projects delivery officers for the implementation of research and innovation projects, such as desk research and knowledge/information management.
- Document meetings and interactions with research partner organisations.

The position is based in **Barcelona**.

Permanent and full-time position, with possibility to homework up to 2 days a week.

No relocation expenses are assigned.

THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

The candidate should also have 2+ years of working experience(s) in finance services, public sector advisory firms' or in a marketing department position.

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

- Bachelors in economics, social science or equivalent training or working experience.
- Excellent written and spoken English (C1), additional European languages are a plus.

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.

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 PDF format.
- File name: Name the file according to the model "*EITUM_first name_last name*". For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
- Email title: The subject field should read "*Innovation Programme Assistant. HR096-2022*".
- Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 16 May 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.

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