




Application deadline: 8 June 2022

Course Coordinator

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 move 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 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.

The different types of learning experiences we provide are the following:

- **EIT Urban Mobility Academy WebTV:** The WebTV is a compilation of short videos (2 to 10 minutes) produced and diffused on a regular basis. The aim of the WebTV is to connect with a high volume of urban mobility professionals from all sectors, by producing videos that provide short/introductory answers to the many questions they ask themselves when facing new professional challenges or responsibilities.
- **Short Online Courses (SOCs):** The short online courses (45 minutes to 5 hours) are developed around the WebTV topics that gain most attraction or sustainable mobility topics for professionals that are not covered by existing training programmes and institutions. These courses provide compelling introductory learning contents on important urban mobility issues, trends, tools, etc.
- **Massive Open Online Courses (MOOCs):** We also offers a second category of online courses, our “MOOCs for professionals” (10 to 20 hours to fully complete, over a period of a few weeks/months). These longer and more comprehensive online trainings provide more advanced, detailed and academically rigorous content and training activities, yet maintaining a strong hands-on and applied focus that urban mobility professionals are looking for.
- **Face-to-face synchronous courses (F2F):** These courses can either be on site, online or blended, and are custom-built for specific organisations or communities of learners. They are made available at a cost and are designed to be replicated/scaled all over Europe. We build them in collaboration with leading European universities, research centres, consultancy firms and experts.

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

ABOUT THE JOB

The **Course Coordinator** will report to the Head of the Competence Hub and work in close relation with the E-learning Course Manager as well as the Course Development Manager. He/she will be involved in the design, delivery and marketing of the Competence Hub’s entire online course portfolio (SOCs, MOOCs, online components of blended F2F Courses), as well as in the design, delivery and marketing of other online and e-courses supervised by the Academy team within other EIT/EU initiatives (Erasmus+, NEB, etc.). The Competence Hub currently holds a portfolio of 25+ e-courses (SOCs, MOOCs) and will develop about 10-25 new e-courses on a yearly basis. Most of these courses are available on our own e-course platform: www.urbanmobilitycourses.eu. Some courses are available on FutureLearn and Coursera.

Tasks and responsibilities include:

- Day-to-day project management and progress/quality monitoring of e-courses (SOCs, MOOCs) developed by EIT Urban Mobility's partners/subcontractors. Supporting the sourcing of these entities, the negotiation of the e-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 our quality, budget, and impact requirements.
- Supporting the design, delivery and marketing of new e-courses that are produced/handled directly by the Competence Hub, identifying, bringing together and coordinating all the stakeholders involved, such as content experts, instructional designers, digital learning agencies, and possibly consultants, sponsors, etc.
- Supporting the marketing and diffusion activities relative to our existing e-course portfolio so to overcome the Competence Hubs course completion targets/KPIs.
- Supporting the execution of the relevant administrative tasks and procedures (RFP, EOIs, calls, timesheets, contracts, etc.) needed to deliver new e-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.

The position will be based in Barcelona office.

The job is a **permanent and full-time position**.

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:

We want you to have:

- Previous working experience(s) in managing e-courses and online courses, preferably for WordPress, FutureLearn and Coursera.
- Previous working experience(s) in managing multi-stakeholder projects, preferably in the education sector.

The ideal candidate will have the following skills:

- Very strong organizational, project-management, and people-management skills.
- Ability to handle several complex projects in parallel.
- 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, innovative, and sometimes ambiguous 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 (mainly Excel, Teams, Sharepoint).

To be a fit for this role, the candidate should:

- 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 digital content production and dissemination activities with a rigorous scientific/educational perspective.

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

- Master's Degree in e-learning/education/business or equivalent training or working experience.
- Fluent in English, additional European languages are a plus.

OUR OFFER

- Permanent and Full-time position.
- Possibility to homework up to 2 days a week.

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 "*Course Coordinator. HR101-2022*".
- Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 8 June 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](#).