




Application deadline: 14 July 2022

Community & Communications Coordinator

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 **Community and Communications Coordinator** will report to the Director of Communications and EU Affairs. The key accountability of the jobholder is to manage the information flows across the organisation, building strong relationships with the Comms SPOCs to ensure timely collection and dissemination of key information. Comms SPOCs are specific persons of contact working on communication, events and marketing in different departments and offices across the organisation. This position requires coordination across the organisation and consists of partner communication, managing the information flow of the communication ecosystem within EIT Urban Mobility and collection of information and impact stories for dissemination purposes.

Coordination of communication ecosystem within EIT Urban Mobility:

- Collect inputs for annual / quarterly planning of communication activities

- Support with the management of the annual / quarterly plan updates, by consulting with the Comms SPOCs. This will be done in close cooperation of the Director of Communications and EU Affairs and the Corporate Communications Manager
- Coordinate and liaise with the communication officers across the organisation. This includes:
 - briefing the communication officers and managing the incoming and outgoing communication flow between the central Communications, Marketing & EU Affairs team and the communication officers in other departments
 - Ensure the entire communication ecosystem of our organisation is updated on the planning, needs for input to be provided, and to collect all inputs coming from across the organisation through the communication officers
 - Identify and share good practices on the coordination of our internal communication ecosystem. Provide suggestions for improvements
 - Produce monthly status reports to measure performance in timely/ accurate/ complete information provision

Partner communication:

- Manage, further develop, and deliver on the vision and strategy of our partner community platform. Our partner community platform is a new platform to streamline our communications with our partners. This will be done in close collaboration with the IT department. It also includes being responsible for the production, curation and coordination of the content of the platform, under the supervision and in alignment with the Corporate Communication Manager, as well as identifying evolutions and new content, needs and services addressed within our organisation to be implemented on the platform. Important therefore is that you acquire thorough knowledge of the platform, both the user interface and the back office, and that you provide training to colleagues and other stakeholders on the use of it.
- Responsible for analysing the performance of the platform
- Develop and coordinate the monthly partner newsletter based on content from the partner community platform and our website
- Develop and coordinate the monthly partner engagement call content (core content all Innovation Hubs will use to share e.g. project success stories, additions to the partner network, upcoming enterprise-wide events)
- Liaise with and provide guidance to a team of Innovation Hub communication and events officers, who engage with our partners at local level, ensure partner engagement
- Identify good practices to optimise the experience of our partners and the community as a whole

Collection of information and impact stories for dissemination:

- Support in further developing the design and implementation of the dissemination strategy and plan
- Follow up on the deliverables on dissemination of the activities/projects liaising with the relevant departments and evaluating the appropriate channels
- Identify good practices and stories with impact (success stories) that result from our activities and that of our partners, and help curate this information into compelling stories for dissemination
- Manage the internal repository of stories related to the impact of projects and activities
- Follow up on key dissemination events and outputs of projects and help identify opportunities and best formats for wider dissemination within the EIT Urban Mobility channels (events, conferences, website, etc).

The position will be based in **Barcelona**.

Permanent and full-time position, with possibility to work from home 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.

We also want you to have:

- Minimum 3 years related professional experience;
- High-quality communication and writing skills with strong command of the written English language;
- Ability to prioritise and meet deadlines on a consistent basis.
- Flexibility to adjust voice and tone to maintain consistency with brand guidelines;
- Ability to prioritise and meet deadlines on a consistent basis;
- Demonstrated ability to translate complex technical and business subjects into engaging, understandable pieces;
- Experience in managing the information flows across the organisation;
- Ability to ensure timely collection of key information coming from across the organisation;
- Ability to build strong relationships; networker and teamwork;
- High level of creativity and the ability to think analytically;
- Ability to independently manage and move projects forward;

- Strong team player with the ability to navigate a highly complex organisational structure and operational processes of a growing organisation;
- Self-starter, ability to use initiative, good work ethic with a can-do attitude.

Experience in the below would be considered as a plus:

- 3+ years' experience in communications, marketing, journalism, public relations or similar, ideally in the field of mobility, or related topics.
- Good knowledge of (urban) mobility is considered an advantage.
- Native English is considered an advantage.
- Experience in working within the EU ecosystem is considered an advantage.

To be a fit for this role:

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.

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

- Degree in Communication, Marketing, Journalism, Public Relations, or related field
- Written and spoken English (C1), another European language is 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 “*Community & Communications Coordinator. HR105-2022*”.
- Send to: Send your completed application to: 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.

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