



Application deadline: 31 August 2022

Mobility Digitalisation Officer

(AIG Project)

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 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 **Mobility Digitalisation Officer** will report to the Action and Impact Group Manager. S/he will focus primarily on the delivery of externally awarded projects under the programmes Horizon Europe and Digital Europe. As EIT Urban Mobility continues to attract external funding, the team ensures all contractual obligations of awards are met with quality content on time and on budget. This specific role is one of the core functions, dedicated mainly to the digitalisation of mobility systems, data sharing and governance/privacy models. The position will involve communication and presentation of results/finding to politicians and European/national programme officers. In addition to that, s/he will have an active role within the Innovation Team, providing support to the creation of written and visual content and organising workshops/events for mobility experts and policy makers.

Main tasks of the Innovation Mobility Digitalisation Officer will be:

- Write content and make accessible technical, digital/mobility innovation/scientific material to different target audiences
- Design and deliver funded programmes/projects, including preparation and implementation of the projects' communication plans
- Set up and maintain social media channels for European funded projects on digital platforms
- Organise and facilitate workshops and expert forums in technical fields related to urban mobility
- Manage WordPress sites, making regular updates to content and writing news items
- Create event graphics and social media graphics for online and in person events
- Liaise with Innovation Lifecycle Officers to assess their projects' media/communication value and useability
- Support with in-person and online event planning, as needed, for Innovation Areas
- Prepare and manage event participation, using Eventbrite, sending general invites, drafting event content ensuring GDPR compliance, and working closely with other units
- Manage the communication/relationship with speakers, before and through events

The position is based in **Barcelona (Spain)**.

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

Some travel is expected.

No relocation expenses are assigned.

Preferred starting date: **September 2022**



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.

The ideal candidate would have:

- At least 3 years of working experience in EU funded projects e.g. Horizon Europe, Interreg, Connecting Europe Facility
- Knowledge of and experience developing communication materials across all communication channels including video, social media, and website news content
- Ability to collate technical, sectoral and operational information and produce a precis for general public or executive use
- Experience supporting in-person and online event planning, coordinating speakers, making detailed agendas, and creating PowerPoint presentations
- Entrepreneurial and hands-on mindset to manage projects from start to finish
- Experience in write event descriptions, website new items, and social media posts
- High level of English proficiency essential especially writing, editing, and proofreading
- Experience designing, coding, and editing WordPress sites
- Competence in graphic design using tools like Canva, Photoshop, or similar design software

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 sales.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- Be a national of an EU Member State or an EFTA state¹

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined in Article 2 of the EEA agreement.

Job reference: HR114-2022



- Enjoy their full rights as citizens²
- Meet the character requirements for the duties involved.

Education:

- Degree in Communication, Marketing, Journalism or related field is a plus
- Specialisation/expertise in technical/engineering/science related career
- 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 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 PDF file** format.

File name: Name the file according to the model *“first name_last name – EITUM_ job position”*.
For example, Joanna Smith would name the file, *Joanna_Smith - EITUM_Mobility Digitalisation Officer*”.

Email title: The subject field should read *“Mobility Digitalisation Officer. HR114-2022”*.

Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

² Prior to the appointment, the successful candidate
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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](#).