

Application deadline: 1 December 2022

Education Officer

Alumni Community

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.

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

ABOUT EIT URBAN 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, there are four main areas: the Master School, the Doctoral Training Network, the Competence Hub, and the Education Capacity Building team.

This Education Officer – Alumni Community will be part of the Education Capacity Building team, which work with the other 7 [EIT Knowledge Innovation Communities](#) (KICs) to implement joint education programmes (*Cross-KIC Education*), and implement and support education activities in [RIS countries](#) (*RIS Education*).

More information on the Education Capacity Building: <https://www.eiturbanmobility.eu/academy/education-capacity-building/>

ABOUT THE JOB

The **Education Officer – Alumni Community** will report to the Education Programme Manager, and work with other colleagues on pan-European education projects. The Education Officer – Alumni Community will be in charge of coordinating EIT Urban Mobility's efforts to plan, deliver, and engage with Alumni communities, and evaluate roll-out progress and impact. These communities will be made up of former learners and participants of education programmes led by EIT Urban Mobility and, more often than not, delivered in close collaboration with other KICs.

Main tasks and responsibilities include being EIT Urban Mobility's leading voice in the Alumni space, across different projects delivered both with external partners and in-house:

- **EIT HEI Initiative:** this is a capacity-building project to help higher education institutions to become more innovative and entrepreneurial, by both improving the way they work internally and with their external network, and in the way they provide training for their learners and staff. In the context of this project, the **Education Officer – Alumni Community** will:
 - Build a strategy for the creation and roll-out of the EIT HEI Alumni community, understanding their needs and interests and finding ways to keep them engaged.
 - Work with external contractors to define and implement a communications strategy to engage the EIT HEI Alumni Community; and evaluate and improve the strategy annually.
 - Manage the online platform that will feature engagement and community-building opportunities for EIT HEI Alumni, together with external contractors.
 - Organise annual events for the EIT HEI Alumni community
- **Strategic Education Cluster:** this is a Cross-KIC project that aims at integrating education activities from different KICs, creating joint offerings and opening new opportunities for raising EIT's profile and for market penetration. Among its goals, it wants to further integrate Alumni communities across KICs and disseminate learnings and best practices across KICs. In the context of this project, the **Education Officer – Alumni Community** will:
 - Work with the EIT Alumni Board, which represents alumni from the different KICs, and a business consultancy to design a strategy for the EIT Alumni to achieve international expansion building on the KICs' current global networks.
 - Work with other KICs to understand best practices in building alumni communities of professional learners and younger students, to potentially implement learnings in the emerging EIT Urban Mobility alumni community.
- **EIT Urban Mobility:** as a relatively new organization, our alumni community is still in its infancy. The **Education Officer – Alumni Community** will work with the different areas within Academy, including the Competence Hub (Professional School), the Master's School and the Doctoral

Training Network to support any existing or future plans to design, strategise and deliver our offer to the EIT Urban Mobility Alumni community and evaluate alumni outcomes over the years.

The position is based in **Barcelona**.

This is a **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.

The ideal candidate would have:

- At least 3 years of experience building and managing communities, preferably in the area of education, and ideally alumni.
- Experience working with higher education institutions or other education institutions.
- Strong project management skills, particularly involving complex networks of partners, ideally in the context of international and/or EU-funded projects.
- Some experience working with stakeholders and external contractors.
- A strong belief in the power of education to change the world surrounding us.

Experience in the below would be considered as a plus:

- Experience in innovation and entrepreneurship, whether it be in the education realm, start-up projects, or others.
- EU-funded projects, particularly as project manager and/or fundraiser.
- Committed, proactive, trustworthy, accurate and respect of timelines and deadlines.
- Professional use of MS Office (mainly Excel, Teams, Sharepoint) and project management tools including Asana.

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

- A qualification in the field of education, or other relevant social science field, or equivalent experience (applicants without formal qualifications will not be penalised if they have relevant work experience in this field).
- Written and spoken English (C1), any other 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 “*Education Officer – Alumni Community. HR129-2022*”.

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](#).