




Application deadline: 27 February 2023

Project Coordinator (Online Education)

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 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.

Within the Academy, there are three main areas: the Master School, the Doctoral Training Network and the Competence Hub. The **Academy 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

(asynchronous), and applied courses (on-site, online synchronous and blended). It aims to train 50,000 people per year and to reach a total of 500,000 people per year through its online offers.

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

In addition, the EIT Urban Mobility Academy is involved in a number of education initiatives in cooperation with the other 7 EIT Knowledge Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc. The Academy has an **Education Capacity Building** team which manages, amongst other things, these Cross KIC education initiatives. EIT Urban Mobility is part of the **Strategic Education Cluster**, a Cross-KIC project that represents an unprecedented endeavour in the EIT Education Ecosystem to integrate, systematise and leverage education activities from different KICs, create joint offerings and open new opportunities for raising EIT's profile and for market penetration. The Cluster hopes to further connect all KICs' education offer to the current and future needs of the labour market, including supporting the transition to a low-carbon economy.

In the context of the Strategic Education Cluster, EIT Urban Mobility works with other EIT KICs, which combined comprise a network of over 100 universities alongside other key education and non-education players, on the development of the **EIT Virtual Campus**, which aims at bringing the KICs' professional education offer closer together to tackle the needs of modern economies and societies together. The EIT Virtual Campus is an online shopping window for hundreds of courses offered by the involved KICs.

One of EIT Urban Mobility's main contributions to the Strategic Education Cluster will be managing the design, development, and testing of this brand-new EIT Virtual Campus. The long-term aspiration of the EIT Virtual Campus is to integrate all education offers across the eight KICs in one single portal, with a focus on professional education to begin with. We expect the EIT Virtual Campus to significantly increase traffic to each KIC's education offer, and ensuring it opens new markets to otherwise topic-specific KICs.

IMPORTANT: this position is to work within the framework of the EIT Virtual Campus project, which has currently secured funding for 3 years, until end 2025 with plans of being further extended.

ABOUT THE JOB

The **Project Coordinator – Online Education** will be a member of EIT Urban Mobility Academy, coordinating the development and integration of the Competence Hub's online courses and learning content within the Virtual Campus.

The Academy Competence Hub is hosting 20+ e-courses on **UMC** www.urbanmobilitycourses.eu, a WordPress based LMS (with 10 additional courses to be delivered by end 2022). The Virtual Campus is also developed on a WordPress based environment. The Competence Hub also produces short and easy-to-follow educational videos that showcase cutting-edge practices in urban mobility, within a **UMX** – a dedicated Youtube Channel <https://www.youtube.com/@urbanmobilityexplained>, which may also be relevant for the Virtual Campus.

His/her tasks will include:

- Supporting EIT Urban Mobility Academy's work on the EIT Virtual Campus, alongside the Project Manager – Online Education Portal, in charge of the Virtual Campus and other team members when needed.
- Supporting the sourcing, selecting and managing external contractors to help us improve and further develop the EIT Virtual Campus.
- Supporting the development of the Academy Competence Hub's online courses and WordPress LMS (hosting, security, add-ons) and their integration within the EIT Virtual Campus framework.
- Identifying the development of new features, activities, methods, etc., that can cross-fertilize existing and new Academy initiatives such as EIT Virtual Campus, the Urban Mobility Courses LMS, the UMX Channel, in lifelong learning. Ensuring that any relevant best-practice from the EIT Virtual Campus and similar Cross KIC Education initiatives are properly leveraged by the Academy Competence Hub and vice versa.
- Supporting the production of any kind of digital content (text, video, audio, interactive) and/or the improvement of the quality of our online courses from a UX/UI perspective, by providing technical guidance and ensuring that our quality standards and guidelines are followed during production and postproduction.
- 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.

The position is based in **Barcelona**.

Permanent and full-time position.

Possibility to homework up to 2 days a week.

No relocation expenses are assigned.

Some travel is expected.

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:

- Previous working experience with WordPress.
- Expertise on how to develop, manage and implement multi-stakeholder digital projects.

- Previous working experience(s) in managing e-learning courses and operating LMS platforms, preferably WordPress.
- Previous working experience(s) in the administration of courses, preferably e-courses and online/blended courses.
- IT/technical knowledge: LMS platform management, e-learning content/module management, analytics, e-course management, database, web development, UX, etc.
- Strong organizational, and project-management skills, particularly in a media/digital production environment.
- Professional use of MS Office (mainly Excel, Teams, Sharepoint).
- 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 and innovative environments.
- Team player who can work independently.

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, high attention to detail, who are passionate about creating a more sustainable future

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;

EDUCATION

- Degree or certification in IT, or equivalent working experience.
- Fluent in English, 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; If you have prior experience in one or various of the following areas, please make sure it is explicit in your application:
 - Developing, managing, and operating learning programmes/courses, especially in the online environment.
 - Developing, managing, and operating multi-partner, multi-stakeholder projects, especially when involving Universities and/or other types of training organisations (business school, private training centres, etc.) or when funding by public entities such as the European Union.
 - Handling reporting and partner development activities within complex projects and partnerships.
 - Directly managing/supervising other team members, at least at a project level.
- 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 “*first name_last name_EITUM_Project Coordinator (Online Education)*”. For example, Joanna Smith would name the file, *Joanna Smith_EITUM_Project Coordinator (Online Education)*.
- Email title:** The subject field should read “Project Coordinator Online Education. HR145-2023”.
- 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](#).