

Call for Senior Project Manager

Job description

EBN is a Brussels-based international not-for-profit association that serves a pan-European community of experts that use entrepreneurial innovation as a driver for regional development. We are specialised in EU|BIC certification (mandated by the European Commission), quality business support programmes, EU-project collaborations, global networking, and advocacy for excellent business support actors, particularly our 130+ certified EU|BIC members.

The EBN secretariat is composed of an international team of experts in business and innovation support, internationalisation, advocacy, and project management. We are currently looking to expand our team with an English-speaking 'Senior Project Manager'. For more information about EBN's project track record and current portfolio [see here](#).

Profile

In this framework, EBN, is recruiting a highly motivated candidate, passionate about the role that innovation and entrepreneurship plays in our society to join the EBN team ASAP for one-year contract.

EBN is looking for a senior profile that is experienced in project coordination and has good knowledge of social and inclusive entrepreneurship support and social innovation.

Role

The duties and tasks for this position will include, but are not restricted to the overall responsibility for the coordination and delivery of project outputs according to the project's "description of work" including:

- Project coordination (admin and activity)
- Regular communication with partners and funders
- Delivery of EBN tasks according to the contract
- Technical Report writing & updating regularly the partners or the EC of the project's progress
- Attendance at partner meetings and EC review meetings
- Coordination of other partners' inputs and deliverables as required
- Dissemination and communication via social media, newsletters, updating websites, and drafting of press releases
- Event/meeting organisation and follow-up
- Drafting of policy recommendations
- Community management
- General administrative duties

Contribution to EBN proposals preparation activity:

- Following EC & other donors' calls for proposals/calls for tender
- Support to proposal writing & budget preparation
- Responding to and managing "partner searches" for EBN members
- General administrative tasks

Support to the animation of EBN Special Interest Groups (SIGs) if needed.

Experience

Applicants are required to have the following skills:

- Excellent command of written and spoken English, other languages are a benefit
- A good understanding of basic maths and sound knowledge of Excel spreadsheets
- Excellent communication & presentational skills
- Ability to multi-task and work to meet tight deadlines
- Very good knowledge of Microsoft office package
- Good knowledge of European and International Institutions grants and funding opportunities (EC Framework Programmes and EaSI programme preferred)
- Previous experience with social innovation and inclusive entrepreneurship support programmes
- Previous project management experience & knowledge of EC projects (+5 years)
- Previous coordination of EC projects (at least 1)
- Availability to travel
- Proven organisational skills
- Be a good team player

Interview and start date

- Shortlisted candidates will be contacted in due course.
- Preferred start date: as soon as possible.

To apply

Qualified candidates can submit their application before 11 May 2020 via email using 'Senior Project Manager' in the subject to job@ebn.eu, including:

- CV
- Cover letter (max. one A4)

Please note that only shortlisted candidates will be contacted.

Candidatures will be treated confidentially. EBN is an equal opportunities employer.