

Head of projects

About ERRIN

The European Regions Research and Innovation Network ([ERRIN](#)) is a well-known Brussels-based platform that gathers around 120 regional organisations from more than 20 European countries. ERRIN supports members to develop their R&I ecosystems, brings a place-based perspective to European research and innovation policy and funding, and facilitates access to project opportunities for members.

Overview of the role

The Head of projects will coordinate ERRIN's involvement in European projects, ensure strategic planning of new projects, and foster strategic partnerships with external stakeholders, including EU institutions. Together with the ERRIN team, the Head of projects will develop and ensure an excellent delivery of ERRIN's project portfolio.

The Head of projects will work closely with the ERRIN Director on financial planning and management, as well as staff management. As part of the organisation's management team, the Head of projects will take an active role in developing the network.

ERRIN currently participates in ten European projects mainly funded by the Horizon Europe programme. ERRIN project engagement is driven by a network strategy and is delivered in close collaboration with the ERRIN member Working Groups and thematic Clusters.

Responsibilities

Project planning, development and internal coordination

- Working with the team and the Director, develop a pipeline of projects for the ERRIN Secretariat, including planning of project proposals and staff resources required;
- Oversee the overall development process for ERRIN's engagement in European projects;
- Ensure that the projects in which ERRIN engages are beneficial for its members and add value to their local and regional ecosystems;
- Coordinate ERRIN's efforts to foster members' involvement in project development activities;
- Further develop ERRIN's support services for members related to project development;
- Ensure an effective coordination of ERRIN project delivery. This includes coordinating staff working on projects, maintaining an overview of resources allocated and the progress of project tasks;
- Work with Project Managers to overcome possible issues and bottlenecks in projects.

Staff planning and management team

- Together with the Director and the Finance and Operations Manager ensure efficient staff planning;

- Jointly with the Director manage the ERRIN team engaged in project development and implementation;
- Work together with the ERRIN Director and the Finance and Operations Manager on yearly budgeting and long-term financial forecasting.

Representation and collaboration with key project partners

- Ensure excellent collaboration and positive working relations with project coordinators and key partners;
- Develop contacts with potential project coordinators and other relevant partners;
- Represent ERRIN in high-level events and meetings related to project work.

Profile

Key experience and qualifications

- A minimum of 5 years of previous experience in a management role involving strategic planning, financial planning and coordinating a team;
- Familiarity with the functioning and needs of a membership association;
- Extensive experience in project management and familiarity with common project management tools, including the EC Funding and Tenders Portal and its legal requirements;
- Excellent knowledge of the Horizon Europe programme and EU Research and Innovation policy;
- Experience in working with local and regional governments and their stakeholders;
- Ability to develop and maintain positive relations within the team and with external partners;
- Excellent interpersonal, networking and communication skills;
- Ability to efficiently handle multiple deadlines and priorities;
- Bilingual or full professional proficiency in English; fluency in another EU language would be an asset.

Conditions

We offer a permanent contract with a competitive monthly salary between €5000-6000 depending on experience. Other benefits include 13th month, hospitalisation and healthcare insurance, meal vouchers and transport pass for Brussels.

The average weekly working time at ERRIN is set at 40h/week with reduction of working time (RTT).

ERRIN promotes a healthy work-life balance and offers flexible office/homeworking schedule.

The candidate is expected to start in September 2024 and should be based in Brussels or willing to relocate at the start of their contract.

How to apply

Applicants are requested to send a one-page letter clearly describing their experience related to the requirements, including the possible starting date, and a CV with contacts for two references to teresa.vio@errin.eu.



Please mention “ERRIN Head of projects” in the subject of the email.

Deadline for applications: **20 May** at 17.00 CEST.
Interviews will take place in the first week of June.

Only shortlisted candidates will be contacted.

Data protection

The information provided by the candidates in their application is collected solely for the purpose of the selection procedure and the recruitment process.