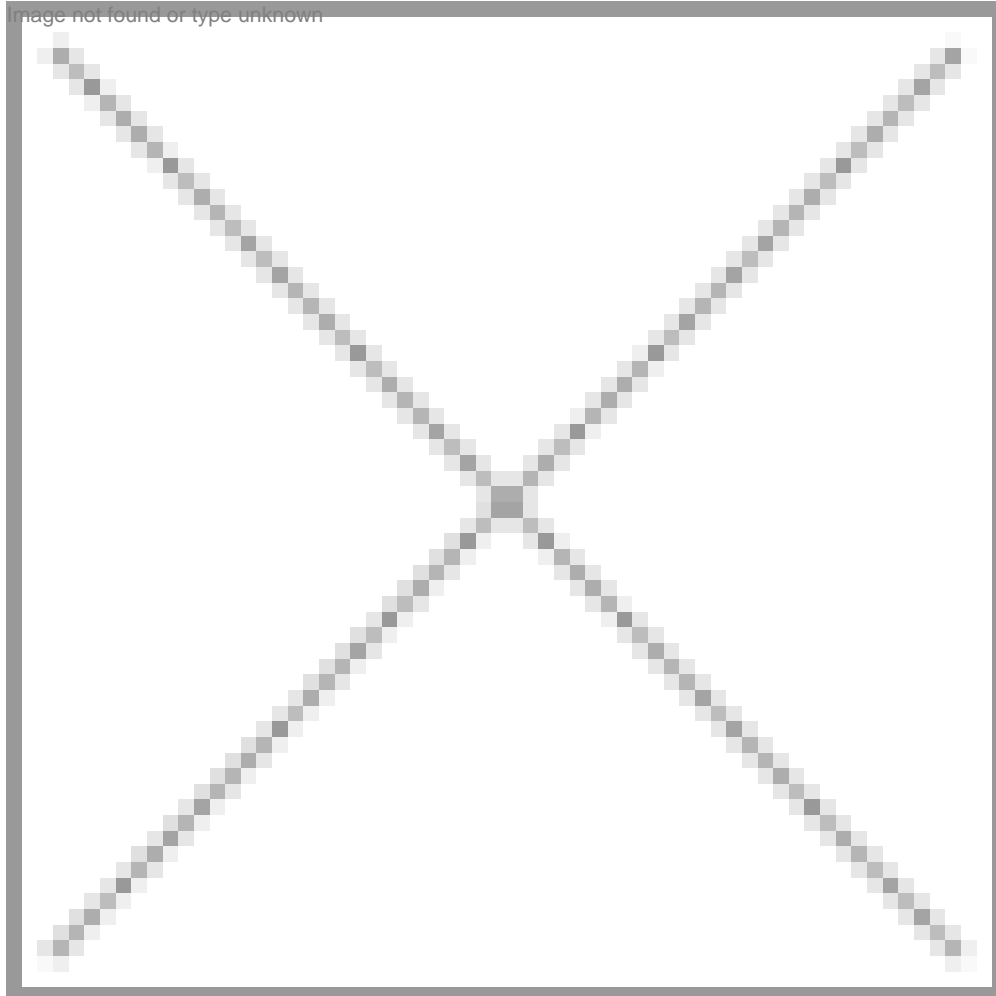


A.SPIRE

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Are you experienced in project management and would like to contribute to making an impact on climate and circularity challenges? Are you excited to work at the European level and collaborate with key players in the European process industry and research community? Would you like to employ your EU-funded project management skills to support the green transition? Then this A.SPIRE position might be for you!

We are looking for senior and junior Project Managers to join A.SPIRE team in Brussels. The two positions will have a different focus, and responsibilities for each position will be distributed and defined according to the expertise of selected candidates.

PRIMARY RESPONSIBILITIES

FOCUS ON IMPACT: PROVIDING VALUE TO AND FROM SPIRE / P4PLANET PROJECTS

Your goal is to provide an overview of SPIRE/P4PLANET projects to the association's governing bodies and analyse the evolution and accomplishment of P4Planet's funding envelope.

- Lead the exercise of the partnership's bi-annual reporting to capture the progress of projects, identify success stories and elaborate a gap analysis of how P4Planet calls are addressing P4Planet SRIA 2050.
- Support A.SPIRE's Portfolio Team in the identification of the projects' results and the organisation of the Impact Panel of Processes4Planet Partnership.
- Keep fluent communication with project coordinators on the projects' developments.
- Keep a record of the main outputs of projects and Hubs4Circularity (H4C), and other related tasks.

FOCUS ON MEMBERS' ENGAGEMENT: PROVIDING VALUE TO MEMBERS THROUGH KNOWLEDGE-SHARING AND NETWORKING ACTIVITIES

Your goal is to finetune and implement brokerage activities, networking and other facilitation activities and to develop a marketplace methodology to boost the added value to A.SPIRE members.

- Support A.SPIRE members to increase their participation and success rate in P4Planet topics.
- Identification of bottom-up proposals from A.SPIRE members in collaboration with other colleagues in the A.SPIRE team.

FOCUS ON CREATING ADDED VALUE: MANAGEMENT OF THE EU-FUNDED PROJECTS

Your goal here is to contribute to the implementation of A.SPIRE's role in several funded projects and proactively identify new opportunities within the scope relevant for A.SPIRE.

- Ensure timely and efficient fulfilment of rounded and complete tasks owned by A.SPIRE in the EU-funded projects.
- Establish and maintain an internal tracking system for the team's time dedication and budget overview and reporting.
- Leading the content development and strategic direction of co-coordinated projects.
- Oversee administrative tasks related to projects and new proposals.
- Identification of calls/funding opportunities for A.SPIRE to participate as a partner to increase the value that the association provide to its members.

QUALIFICATIONS AND EXPERIENCE

- University degree in business administration, political science, project management, international relations, or related field. A degree in engineering or other technical area related

to A.SPIRE sectors would be a great asset.?

- Knowledge of A.SPIRE/P4Planet environment and awareness of A.SPIRE sectors and climate policy context.
- Excellent organizational skills.

TECHNICAL SKILLS AND LANGUAGES?

- Excellent written and verbal communication skills in English. Other languages are an asset.?
- Excellent IT skills including Microsoft Outlook and MS Office (Word, PowerPoint) and proficiency in Excel.??
- Experience in project management?and capacity to translate policy and industrial context for non-experts' audiences.
- Capacity to analyse data, elaborate stats and draw conclusions.

?ESSENTIAL SKILLS??

- Proactive, able to work autonomously and to take full responsibility and informed decisions for assigned tasks.
- Strong problem-solving skills with a capacity to make informed decisions within the area of your role.
- Capacity to structure complex content into simple and reader-friendly documents (e.g. policy, technical documents, reports...); delivering high-quality results is essential for this role.??
- Should be well organized and with a high capacity to prioritise, to programme well in advance and to retro-plan.??
- A team player with excellent social and communication skills and good at multi-tasking in a collaborative and helpful spirit.??
- Ready to work with us in a small team and with our members and other stakeholders, including the European Commission and representatives from the EU member states, the HE-associated countries and regions.
- A sense of diplomacy and community is very important.??
- Flexible availability for events and other ad-hoc meetings in Brussels and Europe is needed.??

?PRACTICALITIES

- You must have the right to work in Belgium.
- You will be joining a small team. A.SPIRE can reorganize the tasks assigned depending on the evolution of the team composition.
- A.SPIRE reserves the right to adjust the job description and make an offer according to the candidate's profile and experience.

OUR OFFER

- Full-time job-based in the heart of the European quarter in Brussels.
- You will join a friendly, dynamic and international team and have the opportunity to contribute to making an impact on climate and circularity challenges.
- Onboarding, training and support for professional growth and well-being.
- 29 days off to recharge.
- Teleworking up to 2 days/week.
- Other hybrid or flexibility schemes (subject to a level of seniority in the association).
- Monthly gross salary according to experience (13,92 payments/year).
- Hospitalisation insurance, pension scheme, contribution to public transport, home-office allowance, and lunch vouchers.
- A.SPIRE is an equal opportunities employer. Our policy is of non-discrimination on the virtue of gender, origin, religion, or other.

HOW TO APPLY

- Suitably qualified and interested candidates are invited to send an application to Ms Evelina Paunksnyte (epa@aspire2050.eu) quoting the following reference "Project Manager". Your application should include:
 - A cover letter (no longer than 1 page) describing how your profile matches the job requirements and what the motivation for the position is.
 - A CV, including details of two people who can be contacted for references.
- **Application deadline: 24 June 2024** at 17:00 CET. Applications will be reviewed regularly, so we strongly encourage early applications. Please note that only shortlisted candidates will be contacted.