

Project Manager (M/F)

A.SPIRE is a non-profit European Association managing and implementing the [SPIRE Public-Private Partnership](#), an instrument of the European Commission's programme for research & innovation, Horizon2020. It represents eight European industrial sectors (i.e. cement, ceramics, chemicals, engineering, minerals and ores, non-ferrous metals, steel and water) and the research & innovation interests of more than 140 members (companies and research & technology organisations). The mission of A.SPIRE is to ensure the development of enabling technologies and best practices along all the stages of large scale existing value chain productions that will contribute to a resource efficient process industry.

JOB DESCRIPTION

As project manager, you will be directly responsible of two main areas: 1) The project management of the projects in which our Association is a partner; 2) Overview of SPIRE projects portfolio, monitoring of their capacity of impact and identification of success stories. You will contribute with technological understanding and will define how the association can contribute to maximize impact (e.g. exploitation of results); 3) you will have an overview of H2020 SPIRE calls and of the developments of H2020/Horizon Europe and other programmes that can benefit SPiRE portfolio of projects to scale up their innovations.

You will report directly to the Executive Director and will collaborate with the rest of the team to ensure completion of all the yearly goals of the association, including membership development and relations with other stakeholders.

YOUR ROLE

SPIRE PROJECTS' IMPACT MONITORING & SUPPORT

- Keep a fluent communication with project coordinators on the projects' developments.
- Represent A.SPIRE in SPIRE projects' kick-off meetings when required.
- Capturing progress, knowledge and technological developments generated from the projects. Analyze data and elaborate statistics and reports assessing impact.
- Identify success stories and identify tools to maximize impact. Set up mechanisms to support the effective transferability and exploitation of finished projects' results.

SUPPORT & ENGAGEMENT OF SPIRE COMMUNITY

- Support in targeted actions for the eight sectors and in gathering and editing information related to calls for proposals, news or other relevant documents (in collaboration with the Executive Director)
- Deal with the management and engagement of SPIRE working groups and members in general.
- Support the WGs and the executive Director in the development of proposals and ad-hoc documents.
- Deal with the relationship of SPIRE with other PPPs
- Support information exchange between projects which address the same calls and related areas across sectors;
- Organize and collaborate in the organization of targeted events/meetings to involve SPIRE community. (e.g. Thematic workshops).

PROJECT MANAGEMENT OF A.SPIRE PROJECTS

- Overall management and implementation of the A.SPIRE actions as project partner, including WP leadership when relevant.
- Projects' budget & efforts control, reporting and contribution to deliverables
- Management of projects legal aspects (e.g. Grant and Consortium agreements, confidentiality aspects, et al.)

QUALIFICATIONS AND EXPERIENCE – REQUIRED

PLEASE, ABSTAIN FROM SENDING AN APPLICATION IF YOU DO NOT HAVE AN ENGINEERING BACKGROUND OR EXPERIENCE IN H2020 PROJECTS

- Degree in Engineering or other area related to A.SPIRE sectors is required. A master in a related subject would be a great asset.
- Minimum 4 to 6 years' experience.
- Experience as project manager in European and R&I innovation projects within H2020 (or previous R&I programmes) is required
- Knowledge of the context of SPIRE sectors and of Energy Intensive Industries in general will be highly considered
- Understanding of EU policies related to climate and circular economy, digitizing Europe or related will be highly considered

TECHNICAL SKILLS AND LANGUAGES

- Excellent spoken and written English. Other languages are an asset
- Excellent IT skills including Microsoft Outlook and MS Office (Word, Excel)
- Experience in project management (H2020, EU funding context)

OTHER SKILLS

- Proactive, able to work autonomously and to take full responsibility of assigned tasks in short time
- 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 **high capacity to programme well in advance and retro-plan**.
- Capacity of analysis, flexible and open-minded
- A team player with real 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 also with our members and other stakeholders to which you will provide project and programme related support services.
- A **sense of diplomacy** and community is very important.
- Flexible availability for events and other ad-hoc meetings in Brussels and Europe is needed.

In A.SPIRE, we really enjoy working together in a good, happy and positive team spirit. You will be integrated in a dynamic, stimulating and challenging work environment. You will work in a cross-sectorial, innovative and international setting focusing on future-oriented services. We expect that you bring lots of good vibes and positive energy to add to our great team.

Our policy is of non-discrimination on virtue of gender, origin, religion or other.

Starting date: immediate

If you see you see yourself in this role, please send a mail to Elisabeth Meinertzhagen eme@sppire2030.eu by **6 January 2020 the latest** with your CV and cover letter. Don't forget to explain us why you would like to join A.SPIRE and what added value you can bring to our team.