

WHO WE ARE

Euromontana is the European association for cooperation and development of mountain areas. We are a not-for-profit, multi-actor network with about 60+ members in 17 European States in and outside the EU, including regional development agencies, local authorities, agriculture organisations, environmental agencies, forestry organisations and research institutes. Together, we work to improve the quality of life of mountain populations building on sustainable development models. To do so, we are active across multiple sectors and topics relevant to mountain development such as territorial development, demography, agriculture and tourism, or adaptation to climate change. Our actions are of three main types:

- We advocate for the specific challenges and opportunities of mountain areas to be better taken into account in European policies.
- We organise knowledge exchange activities within our network and beyond, focusing on the dissemination and co-development of good practices.
- We participate in European funded projects and produce thematic studies to support the creation of new knowledge relevant to mountain areas.

For more information, please visit www.euromontana.org.

RESPONSIBILITIES

We are looking for a new team member to take on the role of **EU Project Manager**. Our future colleague will be responsible for the management of EU funded projects related to rural development, climate change adaptation and agriculture & forestry in which Euromontana is a partner, and will take a leading role in the development of new projects:

70%
of time

Project Management

- Leading and implementing tasks and/or work packages under the responsibility of Euromontana in EU funded projects (e.g. Horizon Europe, Horizon 2020, LIFE, Interreg), typically related to dissemination, knowledge transfer, stakeholder engagement and communication.
- Examples of activities include: drafting of dissemination and communication strategies, organisation of workshops and policy conferences, the collection of good practices, writing policy recommendations, and desk studies.
- Daily management of the projects, including participation to meetings, drafting of deliverables, long term planning, budgeting, and reporting.

30%
Of time

Project development

- Monitoring of funding programmes relevant to mountain areas and identification of opportunities for Euromontana and its members.
- Informing Euromontana members on funding opportunities and facilitating the co-development of project ideas within the network.
- Mapping of and networking with potential consortia and project partners outside of the Euromontana network.
- Participating in proposal preparation efforts, including drafting of tasks and budgeting on behalf of Euromontana.

Percentages are indicative and will fluctuate depending on workload and priorities. Other tasks may also be required to support the work of the secretariat.

The EU Project Manager will report to the Director and will work closely with the Communication Officer for the implementation of project communication activities.

THE IDEAL PROFILE

HARD SKILLS

Must-haves

- Minimum **4 years** of professional experience relevant to the position, including in administrative and financial management of EU funded projects, and in the implementation of dissemination and knowledge transfer activities at EU level.
- Experience working in the areas of territorial development, mountain development, climate change adaptation, forestry or agriculture.
- Experience with preparation and drafting of Horizon 2020/Horizon Europe proposals.
- Experience moderating meetings.
- Excellent written and spoken English.
- Full proficiency in Microsoft Office (especially Word, Excel, PowerPoint).

Good-to-haves

- Academic background in domains relevant to your future responsibilities such as EU policies, agriculture, forestry, territorial development, or environmental studies.
- Good command of French (one of Euromontana's official languages) or any other language from a European mountainous country.
- Skills and experience in event facilitation and/or stakeholder engagement.

SOFT SKILLS

Must-haves

- Excellent analytical skills, giving you the ability to assess the potential value of project results for various target audiences.
- Excellent organisational and time management skills.
- Proactive and curious attitude, willing to learn about unfamiliar topics.
- Creative & solution oriented.
- Strong attention to detail while keeping an eye on the big picture.
- Ability to work as part of a team or independently.

Note: Candidates must have an existing right to work in the EU.

WHAT, WHERE & WHEN?

Start: September 2023 at the latest.

Contract type: 1 year full time contract. Possibility of permanent contract afterwards

Location: Euromontana Brussels office, with some travels in Europe. Regular telework possible.

Benefits: Lunch vouchers, year-end bonus and "thirteenth month", contribution to local transport costs, additional holidays (5 days closing in December, plus additional seniority leaves after 2 years of service). Gross remuneration based on experience and internal standards.

APPLICATION PROCESS

Please send your application by email to guillaume.corradino@euromontana.org by **11/05/2023**, with subject line "**EU Project Manager at Euromontana – Your name**". Your email should include:

- A **CV** (no particular format, be yourself!).
- A **1-page letter** (maximum), explaining very briefly why you are interested in working at Euromontana, and telling us what you like about EU project development.
- **Links** to relevant EU funded projects you have been involved in, with 1-2 sentences describing your role in each.

Interviews will be organised progressively over April and May as applications are received. Only shortlisted candidates will be contacted. Incomplete applications will not be processed.