

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit www.eit.europa.eu

*The European Institute of Innovation and Technology (EIT) recently launched the building of the Innovation Community Manufacturing. **EIT Manufacturing's** mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. www.eitmanufacturing.eu*

EIT Manufacturing now invites applications for the position of

Education Project Officer (Lifelong Learning Programmes)

Full-time position

About the position

As our Education Project Officer, you will be responsible for managing Lifelong Learning Programmes focused on re-skilling and up-skilling manufacturing workforce, as well as connecting industry and academics in innovation co-creation through action-learning formats. Furthermore, you will support the EIT Manufacturing Education team on other strategic initiatives across the organization.

Missions and key Accountabilities:

- **Contribute to the development and management of tailored educational offers (online, in person and blended) for up-skilling and re-skilling the manufacturing workforce across Europe, including promotion, project setup, implementation, monitoring and assessment**
- **Manage the Teaching Factory Competition (edition 2024 and beyond) including project setup, development and implementation**
- **Preparation of related documents and reports (budget workplan and budget amendments, KPIs, performance and cost reports, etc.) related to lifelong learning programmes, including, but not limited to EIT non-degree label.**
- **Coordinate with the Education Director and Team, to facilitate, drive and deliver integration efforts and strategies**
- **Organisation of workshops, webinars, pitching sessions within the lifelong learning programmes of EIT Manufacturing**
- **Manage organizational and logistical aspects (e.g. e-mail correspondence, calls, administrative matters and reporting)**
- **Create awareness and disseminate projects results and achievements**

Qualifications:

- **Bachelor's or Master's degree - preferably in Engineering, Business or Education field**

- Certificate of Participation in Entrepreneurship/Innovation Training is a plus
- At least 1-2 years of prior working/internship experience
- Interest in the manufacturing sector (e.g. Industry 4.0) and European innovation
- Good command of IT tools (MS Teams, Office). Command of WordPress and/or Learndash is a plus
- Fluent in English. Proficiency in additional European languages is a plus

Skills:

- You are analytical and detail oriented
- You have a proven ability for connecting with people
- Excellent communication skills both orally and in writing
- You have a strong sense of ownership with proven record of delivering results
- You are proactive, independent and trustworthy
- You respect timelines and deadlines
- Team player able to engage with employees with different backgrounds and culture
- You enjoy working in matrix-organisations and multinational teams
- You show a can-do attitude, and you are willing and eager to learn
- Experience with European Commission funded programs (e.g. Horizon programs)

Experience (strong plus):

- International experience
- Expertise and experience in the manufacturing, education and training sectors is a plus

We offer:

- a full-time, CDI contract under French labour law. Possibility of local work contract in case of 100% remote work
- a start-up mindset, fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- a friendly atmosphere within a dynamic team at modern and well-located office facilities

Location

The role location will be at EIT Manufacturing Paris, France. Possibility of remote working from Portugal, Spain, Italy, Belgium, Germany, Greece and Hungary.

Reporting

The Education Project Officer will report to the Director of Education and Training

Equal opportunities

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

Selection Committee

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Shortlisted candidates may be invited for an interview at EIT Manufacturing. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Protection of personal data

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

Application

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: hr.g4i@eitmanufacturing.eu with subject header "Lifelong Learning Project Officer".

The application should be written in **English**.

Only complete applications in English will be evaluated.

Closing date is **15 July 2023**.

For further information, please contact hr.g4i@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!