



TEAM LEADER - EU PROJECT OFFICE

WHO WE ARE

EEIP is a neutral, open and global business and policy platform for the energy transition. Founded in 2011, we are serving a 150.000 user network through our multi-channel platform. EEIP is one of the key EU stakeholders, bringing together partners from technology, business, finance, IT, academia and policy makers. In addition, we are providing information through our 50+ EEIP Writer network.

EEIP EU Project Office focuses on communication, exploitation and dissemination as well as replication, business model and finance, value chain and regulation activities for EU-funded projects supporting the energy transition.

Engaged in a continuing start-up business culture, EEIP provides for a creative, flexible, and entrepreneurial work environment.

WHO WE ARE LOOKING FOR

We are looking for a **Team Leader for EEIP EU project office**. Your main responsibilities would be

- Manage a team of 2-3 EU project managers and contributors
- Operational lead of 3-4 running EU projects: Representing, managing and co-ordinating EEIP activities as a consortium partner. This includes planning, execution and reporting on project activities
- Identification of new Horizon Europe and related EU calls, consortium building and proposal writing
- Resource planning and financial management of the project office including: From day-to-day operations, such as timesheets and salary payments, to strategic cash-flow management.

ABOUT THE PROJECTS

We are currently part of multiple projects from the HE (IA, RIA) and LIFE programme focusing on various aspects of the energy transition:

- energy efficiency finance, EU taxonomy, green bonds

- smart cities and mobility
- energy intensive industries
- national schemes (SME, energy agencies)
- renewables and smart grid
- digitalisation (urban data, digital twins, blockchain/DLT)
- clean hydrogen and bio fuels

YOUR TASKS

Team lead

- Coordinate the work of the project office team. Assign the tasks and support team members in their work, track progress and ensure EEIP always deliver in time and in full against project deliverables and milestones.
- Ensure project learnings are captured and shared. Identify, implement, and operate tools and processes to improve efficiency of the project office.
- Co-develop and implement EEIP project office AI agenda.

Project lead

- Represent the projects on EEIP internal and project-partner meetings, as well as on external events and conferences (include travel).
- Responsibility for the preparation of deliverables and reports to the project coordinator, to project partners, as well as to the funding bodies.
- Develop and coordinate project communication and dissemination strategies and plans. Implement and monitor the results.
- Instruct and coordinate the production of communication outputs such as visual identity, websites and social media, videos, online and offline materials (templates, leaflets, roll-ups, posters, factsheets, infographics, press releases, publications, articles, reports, etc.).
- Organisation and management of knowledge transfer activities: webinars, workshops, conferences and project-related events.

New proposals

- Identification of relevant calls for proposals, proactively promoting the participation of EEIP including initiating proposal preparation process, drafting and budgeting.
- Identifying project opportunities outside Horizon Europe program (from Europe to Global).

Resource planning and financial management

- Manage the operational resource planning across all projects and all involved EEIP team members on monthly basis including time-sheet management.
- Prepare and monitor individual project payments.
- Manage mid-to-long term cash-flow and resource requirements.

YOUR PROFILE

- 5-year relevant working experience in EU funded projects, ideally Horizon Europe and in the energy-related sector. Team management experience is desirable.
- Experience in coordinating communication, dissemination and event management;
- Some understanding of energy and sustainability topics would be advantageous, as well as the knowledge of EU and international climate/energy policies;
- Experience in practical use of advanced IT tools, such as AI
- Proactive and entrepreneurial mindset and ability to work in a small but culturally diverse environment;
- Strong administrative and analytical skills;
- A minimum of an academic degree (Bachelor's or ideally a Master's level);
- Excellent knowledge of written and spoken English in addition to knowledge of (at least one) other European language(s);
- Willingness to travel, when required (up to four times per year);
- Possession of the legal right to live and work in Belgium.

WHAT WE OFFER

- Contract status: Open-ended contract, full time (CDI);
- Contract start: (ideally) 1st May 2025;
- Flexible and adaptable working schedule (hours, office, home office);
- A multidisciplinary and multicultural working environment within an organisation dedicated to supporting and promoting energy transition;
- The opportunity to meet and work with sustainable energy practitioners and experts from more than 30 European countries.

Please send your CV and cover letter to juergen.ritzek@ee-ip.org with reference "EEIP EU Project Team Leader" stating why you apply for this position and how you think you can contribute to the job. Two rounds of interviews will be held.

Applications are open until 06.04.2025. In case of ideal candidate(s), the position can be fulfilled before that date. The first round of online interviews is planned to start in week 13 (wk/c 31.03.2025).