

JOB DESCRIPTION

JOB TITLE:	European Projects Manager
RESPONSIBLE FOR:	Coordinating and managing our team's involvement in multiple EU-funded research and innovation projects
REPORTS TO:	Creative and Technical Directors
LOCATION:	Based in Manchester with the opportunity to work from home. You will be required to travel to meetings around Europe.
HOURS OF WORK:	Full time 37 hours per week. Some evening or weekend work may occasionally be required for which time off in lieu can be taken.
ANNUAL LEAVE:	25 days plus 8 public holidays.
SALARY:	£38,000 - £50,000 based on experience
STARTING DATE:	Mid-September onwards 2023
CONTRACT DURATION:	Permanent

ORGANISATION BACKGROUND

Countryscape is a multi-disciplinary company, founded in 2002. We combine the creative skills of a communications agency with the scientific knowledge of an environmental consultancy.

Countryscape is also a partner in Oppla, a web-based knowledge hub and community focussed on natural capital, ecosystem services and nature-based solutions. Oppla has grown to become the world's largest community dedicated to nature-based solutions; and the Oppla team is active in several, large scientific research and innovation projects, predominantly those funded by the EU Horizon programme. Within these projects we lead or contribute to work packages focussing on communication, dissemination and exploitation activities.

In this role you will be employed by Countryscape to work on Oppla projects. You will coordinate and manage the activities of our team and those of other project partners in helping to communicate the latest environmental science to diverse audiences including government, business, civil society, the general public and the scientific community itself. You will ensure our work is completed to a high standard, in compliance with deadlines and budget, monitoring progress and reporting to the European Commission.

We are a small team that prides itself on producing high quality work in a friendly and transparent manner. We are an equal opportunities employer and operate a proactive environmental policy, seeking to minimise the environmental impacts of everything we do.

JOB SUMMARY

We're looking for an experienced, motivated and multi-skilled person to help manage our team's involvement in several, large environmental research projects.

You'll be working with our own team of technical and creative specialists, as well as personnel from the many different partner organisations that we collaborate with. This will involve:

- Supervising and implementing tasks and work packages (consisting of multiple tasks) across several EU-funded projects, ensuring milestones and deliverables are completed successfully, and that Oppla meets its obligations under project Grant Agreements.
- Supporting and coordinating the work of Oppla team members, as well as that of personnel from other organisations that we are collaborating with.
- Developing and implementing project management tools (procedures, guidelines, templates, task and time management software).
- Acting as the principal point of contact for projects; representing Oppla and attending meetings across Europe (and occasionally globally) as required.
- Contributing to project deliverables, for example: producing workplans and strategies; writing, proofing and editing documents; working with our communications team to create content; briefing our technical team on IT development, and more.
- Organising project meetings, workshops and other events (in-person and online).
- Monitoring projects progress and reporting to the European Commission, including financial and technical reporting.

ESSENTIAL SKILLS AND EXPERIENCE

- Honours degree or equivalent.
- Experience of managing international research and innovation projects (or parts / work packages thereof). Prior experience of EU Horizon projects would be an advantage.
- Excellent working knowledge of administrative and financial management.
- Strong leadership, team-building and time-keeping skills.
- Excellent written and verbal communication skills.
- Good knowledge and command of project management tools (spreadsheets, planning tools, collaborative tools).
- Experience of multi-actor and interdisciplinary approaches.
- A background in environmental science would be a plus; a strong interest in the topic is required.

DESIRABLE SKILLS AND EXPERIENCE

- Experience in communication, dissemination and exploitation (the majority of Oppla's involvement in EU projects relates to these activities).
- Knowledge of the European Commission management rules associated with the Horizon Europe programme (administrative, financial, legal).
- Training in project management.
- Experience organising and chairing meetings and events, online and in-person.
- Multilingual.

PERSON SPECIFICATION

- Confident and comfortable in a leadership role.
- Dynamism, reactivity and autonomy; able to tackle new and unforeseen challenges.
- Excellent organisational skills; able to manage own workload, make decisions, meet deadlines and deal with competing priorities.
- Good teamwork abilities, particularly in a multicultural and multi-disciplinary context.
- Quick learner and capable of acquiring new skills.
- Willingness to travel internationally.

APPLICATION PROCESS

To apply for the position, please complete the Application Form on this page and upload a copy of your CV. Applications without a fully completed application form will not be considered. Get in touch if you have any questions via jobs@countrysscape.org

Closing date: Friday 25th August 2023

First round online interview dates: 5-7th September 2023

Final in-person interview dates: 18 - 22nd September

