

Project Officer – Pioneers into Practice Project (0.5FTE fixed term contract to 31/12/17 with possible extension)

Innovation Birmingham Limited (IBL) has an exciting vacancy for a Project Officer to manage the delivery of the Pioneers into Practice project. This role is funded by the European Institute of Innovation and Technology (EIT) through the Climate KIC programme.

Reporting to the Head of Projects the job holder will be responsible for the local management, administration, development and implementation of specific activities related to the Pioneers into Practice project.

The role will encompass the delivery of project activities and outputs and administration of project claims with broad responsibilities relating to the operations, budgeting and forecasting of the project. The job holder will support the community of pioneers, managing their engagement with the project and liaise with hosting partners in academic, governmental, charity & private sector organisations.

Pioneers is Europe's only knowledge development and placement programme aimed at climate change professionals. As Climate-KIC's professional mobility programme it brings together professionals from industry, small companies, universities, research institutes, local councils as well as non-profit and public organisations. Our goal is to create an internationally connected community of experts who are integrated into the local sustainability scenes and are equipped with the skills, connections and experience to lead multidisciplinary innovation initiatives. For more information visit: <https://pioneers.climate-kic.org/>

The Pioneers programme is built around Knowledge Triangle Integration (KTI), it actively seeks and embraces Pioneers and Hosts from across different climate change backgrounds and provides opportunities to try something different and step outside comfort zones. To understand how big change can happen the programme establishes understanding on Systems Innovation thinking (annex 1), providing extensive resources in tools and techniques that can be applied to real-life situations. Through Group Projects and Placements Pioneers can work in new teams and put this theory into practice.

You must be experienced at delivering projects on time within budget and scope and experienced in running EU programmes and familiarity with EU processes. The successful applicant will also have a good level of education with a minimum of GCSE grade C (or equivalent) in a minimum of English and Maths, however a relevant degree will be advantageous. Excellent organisational skills, a professional manner and attention to detail are pre-requisites as is an aptitude for delivery and task completion on time. You will enjoy and have a flair for handling, analysing and presenting data, be confident with numbers and can understand and use financial information. You will be experienced and capable in a wide range of technology including all Microsoft Office applications. You will need flexibility with your working hours as there will be a requirement to attend events outside normal office hours and to travel to local partner organisations. You must be able to work unsupervised, use your initiative whilst also contributing to the wider team. Previous experience in a role which involved some financial related work and delivery of European funded projects is expected. It is likely that the successful applicant will have a minimum of 2 years' administration experience.

Salary between £20k and £24k (pro rata £10k and £12k) dependant on experience + benefits.

It is envisioned that the role will be a part-time position at 0.5 FTE. Please note that the workload is not evenly distributed across the year and includes some seasonality with some peak periods of full FTE work required.

Closing date 27th March 2017. Planned start date: immediate. IBL is an equal opportunities organisation and welcomes applications from all sectors of society

For further details or to apply, please send your CV, accompanying letter and current salary to anneb@innovationbham.com

No agencies please.