

Job Title	Project Officer (Pioneers into Practice) Fixed term contract to 31 Dec 2017
Salary	£20,000 to £24,000 (£10,000 to £12,000) dependant on experience
Reports to	Head of Projects
Location	IBL Campus (Faraday Wharf)
Main Purpose	<p>To manage all aspects of the project delivery of the Pioneers into Practice project. The post holder will successfully manage activity, budget, outputs and milestones of the Pioneers into Practice project whilst helping to provide comprehensive reports to Climate KIC and auditors with accurate &amp; timely compliance and governance.</p> <p>This is a dedicated position leading the delivery of the Pioneers into Practice project funded by Climate KIC as a result of EIT funds.</p>
Duties and responsibilities	<p><u>Main duties (European Projects)</u></p> <ul style="list-style-type: none"> <li>• Lead on local promotion and communication of the programme</li> <li>• Recruitment &amp; selection of local coach team</li> <li>• Recruitment &amp; selection of 20 Pioneers and 20+ Hosts</li> <li>• Recruit Birmingham and West Midlands hosts and pioneers with a focus on energy but not limited to this</li> <li>• Maintain up-to-date website content</li> <li>• Working (in a leading role) with the Head Coach recruit Group Projects with accessible &amp; committed Challenge Owners with a focus on energy</li> <li>• Working (in a leading role) with the local coach team organise &amp; deliver workshop series in line with programme guidelines</li> <li>• Design and deliver engagement activities including webinars and informal networking opportunities for Pioneers and Hosts over the summer and the placement period</li> <li>• Monitor Pioneers and Host progress (including eLearning, reporting forms, group projects, etc)</li> <li>• Be the main contact &amp; authorisation point for the online platform used to deliver the programme</li> <li>• Administration of financial grants to Pioneers in line with EIT and Climate-KIC guidelines</li> <li>• Coordination of programme with Pioneer Central Management Team, including participating in fortnightly management calls and attendance at a maximum of 2 physical meetings a year</li> <li>• Maintain audit files for all programme activity</li> <li>• Embed programme in local climate change ecosystem – which focuses on supporting the development of an energy cluster</li> <li>• Identify and realise potential business development opportunities including but not limited to leverage funding</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform strategic and operational planning activities for the local delivery of the programme</li> <li>• Ensure the high-quality, compliant, effective and efficient delivery of the programme at the location</li> </ul>
Person specification	<ol style="list-style-type: none"> <li>1. Minimum 2 years' experience in a project admin role</li> <li>2. Experience of working with European funded projects would be a significant advantage.</li> <li>3. Excellent organisational skills and able to prioritise many opportunities and demands.</li> <li>4. Capable with accounts and figures.</li> <li>5. Excellent telephone manner.</li> <li>6. Entrepreneurial mindset</li> <li>7. Flexible, adaptive and pro-active</li> <li>8. Comfortable to assume leadership in the following key areas of responsibility: project management, operational planning, marketing &amp; communication, strategic development, quality management</li> <li>9. Good relationship and expectation management skills towards team members and participants is a key for the successful delivery of the programme</li> <li>10. Access to local innovation and sustainable development/climate change themed professional networks and/or ecosystem</li> <li>11. Experienced at delivering projects on time within budget and scope</li> <li>12. Experience in running EU programmes and familiarity with EU processes is beneficial</li> <li>13. Experience of systems innovation and Transition Thinking is desirable</li> <li>14. Attention to detail, to see issues through to the end and achieve results as required.</li> <li>15. Able to meet deadlines and communicate any slippage in sufficient time.</li> <li>16. Capable of utilising technologies with an understanding of emerging technologies.</li> <li>17. Capable with office and collaboration tools: Office365: OneNote, Excel, Word, PowerPoint;</li> <li>18. Flexibility in working times – the role will involve working in multiple locations / offices on the same site plus travel across city region as part of networking out of hours or project meetings.</li> <li>19. Ability to work unsupervised and use initiative.</li> <li>20. Capable team player and willingness to improve own skills and support others as part of efficient and effective working practice.</li> <li>21. General good level of education, ideally a relevant degree, however minimum of GCSE of grade 'C' or equivalent in English and Maths</li> </ol>