



is recruiting a
Project Manager

Ecsite is the European network of science centres and museums with over 350 institutional members. The common thread uniting these institutions is a commitment to public engagement, communicating science through accessible, interactive exhibits and programmes. Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and best practice on current issues. To this end, Ecsite organises a five-day Annual Conference that welcomes 1000 professionals in science communication that includes an exhibitors' area, offers different services to its members and is involved in numerous collaborative projects, many of which are co-financed by the European Commission.

Main responsibilities

The Project Manager is responsible for implementing activities related to projects funded by the European Commission to ensure they are carried out consistently and successfully in accordance with the project's rules and work plan. S/he will monitor all aspects for clear goals, objectives and timelines, liaise with the Consortium raising critical issues as appropriate, ensure priorities and objectives are met; and maintain the content of the project's web sites. The position is not suited for candidates looking to work in EU level policy-making.

Place in the organization

The Project Manager collaborates with the eight other Ecsite team members. Like all Ecsite team members, the Project Manager will have a high level of autonomy and be self-motivated. S/he will mainly coordinate the work packages led by Ecsite in various European funded projects related to science communication. S/he may also work other Ecsite projects in their development and implementation phases. The Project Manager reports to the Director.

Tasks

- Coordinate the work packages of Ecsite for the projects.
- Ensure clear delivery of activities and deliverables throughout the entire duration of the project.
- Proactively disseminate project results.
- Work on the concept and implementation of the dissemination plan and activities (news, workshops, events).
- Contribute to and perform various EU Projects presentations, meetings, agendas etc
- Feed project-related content to project web pages and Ecsite's communication channels
- Draft project implementation reports (coordinating the input from the Consortium; format and layout of the report; preparing submission of the report)
- Under the supervision of the accountant, estimate expenses and oversee budget expenditures
- Coordinate and organize meetings with Project partners and stakeholders, ensuring that the meetings achieve expected project outcomes and results and prepare meeting reports
- Produce background documents for meetings
- Communicate effectively in English both in speaking and writing with a variety of partners of diverse backgrounds from academia to the Ecsite members and the European Commission

- Serve as primary contact person for project participants, diplomatically responding to queries and resolving problems
- Actively contribute to the life of the organization

Requirements

- High proficiency in written and spoken English; other languages a plus
- University degree
- Very good knowledge of public engagement with science, preferably with practical experience.
- Excellent communication skills including the ability to prepare reports, analyze research, make presentations and communicate clearly to diverse audiences
- Good software (Word, Excel, Outlook, PowerPoint) skills, Internet and social media skills
- Hard-working, very autonomous, trustworthy and responsible
- Experience in project management and experience with European institutions and/or grants management a plus
- Interest and ability in science communication, the non-profit sector and international environments
- Strong organizational and analytical skills
- Good sense of initiative and the ability to prioritize
- Good level of political awareness, personal initiative and creativity
- Ability to offer input and conceptualize strategies and design work plans
- Ability to use excellent interpersonal skills to build and maintain broad networks of partners

Terms and conditions

- Attractive conditions are offered and will be adapted depending on experience
- Applicants must be able to legally live and work in Brussels. A one-year contract will be offered, with the possibility of being followed by a contract with an undetermined duration. The contract will be subject to Belgian social security and taxes.
- Ecsite offers of the opportunity to gain broad experience within an innovative, multinational association with broad and challenging responsibilities and the chance to work as part of a highly motivated and professional team.
- Ecsite is committed to providing an equal opportunities work environment

Start date and selection process

- The start date is 1 May 2014 at the latest.
- We will be evaluating applications on a rolling basis until we find a good candidate.
- We only reply to short-listed candidates.
- Interviews will take place in Brussels on February 21 and 24.

Applications

Please send your application by email (motivation letter addressing the specific requirements of the job description and a curriculum vitae) in English by **9 February 2014** to:

Catherine Franche
Executive Director
Ecsite

info@ecsite.eu with the subject line "Project Manager – NAME of APPLICANT"