

Vacancy: Education Programme Managers





Vacancy: Education Programme Managers, August 2024

ABOUT EIT CULTURE & CREATIVITY

EIT Culture & Creativity is an initiative of the European Institute of Innovation and Technology (EIT). We are a Knowledge and Innovation Community designed to strengthen and transform Europe's Cultural and Creative Sectors and Industries (CCSI) by connecting creatives and organisations to Europe's largest innovation network.

Our aim is to:

- Empower and connect creatives and innovators across Europe
- Contribute to a more resilient, more sustainable, and transformational sector.
- Unlock latent value from a multitude of small cultural and creative stakeholders through technology transfer, improved cross-sectoral collaboration and their effective integration in production value networks.
- Reinforce the appreciation and anchoring of European values and identities.
- Harness the unique position of the cultural and creative industries to facilitate Europe's Green, Digital and Social transitions.

We are building a multi-stakeholder, culturally diverse, and inclusive organisation to support a vibrant Innovation Community for the creative and cultural industries. Join our dynamic international team and contribute to the growth and development of the Cultural & Creative Sectors & Industries in Europe.

Are you up to this challenge?

SPECIFICATIONS OF THE EDUCATION PROGRAMME MANAGER POSITIONS

EIT Culture & Creativity is actively seeking two qualified Education Programme Managers to join our growing organisation (one Educational Programme Manager to focus on academic education, one on vocational training). We're looking for experienced professionals to supervise, monitor, and assess the education and training portfolio of activities of EIT Culture & Creativity, among other tasks. The roles will be responsible for implementing the Strategic Objectives of EDUCATION in the EIT Culture & Creativity Strategic Agenda and Business Plan, including coordinating, and monitoring activities in education and training.

The job holders will report to the Education Director.

Applications must be received by **17.00 CET on Thursday 29 August 2024**.



Vacancy: Education Programme Managers, August 2024

KEY RESPONSIBILITIES

- Implement the education strategy to develop competencies, reskill and upskill and embed a culture of lifelong learning as part of the EIT Culture and Creativity's mission to strengthen and transform Europe's Cultural and Creative Sectors and Industries (CCSI).
- Support, guide, implement and monitor innovative, interdisciplinary and cross-sectoral education activities:
 - for students (with academic partners)
 - for vocational trainees including lifelong learners (with vocational education providers)
- Monitor education budget
- Coordinate, monitor, and optimise education activities, including with partners and stakeholders in Co-Location Centres, multiple regional hubs in Europe and in coordination with other EIT KICs.
- Prepare and coordinate funding calls for education activities, including the definition of selection criteria and appropriate evaluation and monitoring systems.
- Liaise with various stakeholders (partners, EIT, KICs) and build strategic partnerships to achieve the EIT Culture & Creativity's objectives.
- Assess needs, gaps, deficiencies and good practice in education and training.
- Assist in developing pilots to test interventions that could be replicated or scaled nationally, internationally (Summer schools, seasonal academies, collaborative Programmes, teacher training, STEAM in schools, blended learning, MOOC and other actions).
- Support the development of an alumni network.
- Support the HEI Initiative and Cross-KIC initiatives and policy alignment.
- Coordinate ongoing evaluation and monitoring of activities to track achievement of KPIs and provide an evidence base for new innovation with a view to scale and replicate good practice in teaching, learning and training.
- Represent the KIC's educational activities and objectives internally and externally.

TASKS

The Education Programme Managers may carry out the following tasks:

- Project/Programme management including planning, monitoring, evaluation, project closure and post project activities of EIT initiatives in the field of education and talent development (HEI initiative, EIT Culture & Creativity Academy)
- Support the assessment of applicant Business Plans and amendments, the process of allocation of grants, and the assessment the interim and final reports on grants submitted by awardees.
- Contribute to periodical reporting and data analysis in the area of responsibility, including gathering and extracting data and preparing specific reports, notes, briefings on request



Vacancy: Education Programme Managers, August 2024

- Contribute to the financial and operational management in the area of responsibility, including initiating procurement/grant procedures, managing experts/procurement contracts, operational initiation and/or verification and reporting.
- Representation and external coordination in the area of responsibility.
- Contribute to the achievement of the EIT Culture & Creativity's objectives through inputs to horizontal coordination activities, teamwork, proactive internal and external communication and inputs to the work of colleagues. The jobholder may be asked to carry out any other tasks as deemed necessary in the interest of the service.

We seek individuals who can adeptly manage EIT Culture & Creativity activities and engage proficiently with partners leading EIT Culture & Creativity-funded projects. The selected candidates will play a crucial role in coordinating business plans, managing calls for proposals, and optimising the evaluation and implementation processes of our Programmes, with a particular emphasis on maintaining the utmost quality and adherence to EIT standards.

EXPERIENCE AND QUALIFICATIONS

MANDATORY REQUIREMENTS:

- Qualification at a Master's or equivalent in a relevant discipline
- At least 3 years' experience in a role relevant to the position i.e. delivering innovative education and training in the CCSI at local, national and international levels.
- Knowledge of EU policy, initiatives and funding relevant to Education and CCSI.
- Experience of working with a broad range of stakeholders in the CCSI including, SMEs/freelancers, government, policy, academia, business, third sector and community organisations.
- Excellent verbal and written communication skills in English.
- Another European language is a plus.
- Based on the European focus of the EIT Culture & Creativity the candidates should be residents in Europe, and (if applicable) eligible for a work permit.

DESIRED REQUIREMENTS:

- **Educational Qualifications:** A bachelor's degree in business administration, International Studies, Public Administration, Arts and Cultural Management, Creative Industries, Innovation Management, or a related field.



Vacancy: Education Programme Managers, August 2024

- **Experience:** Demonstrable experience in project and programme management, preferably within the EIT and with a focus on managing research and innovation grants (specially from H2020 and/or HE).
- **Technical Skills:**
 - Proficiency in employing IT tools and software for data analysis, information management, and project management.
 - Comprehensive understanding of call for proposal mechanisms and evaluation processes.
- **Communication:** Exceptional communication, report-writing, and presentation skills. Proficiency in English is mandatory.
- **Analytical Abilities:** Strong ability to analyse data, draw meaningful insights, and inform strategic decision-making.
- **Interpersonal Skills:** Strong capability in building relationships with internal teams and external stakeholders, and in managing negotiations with EIT CC grants beneficiaries effectively.
- **Organisational Skills:** Ability to manage multiple projects and tasks, ensuring timely and successful delivery.
- **Adaptability:** Openness to innovate, adapt, and implement new processes and standards within the PMO.
- **Commitment to EIT Culture & Creativity:** A genuine enthusiasm for our initiatives and a passionate commitment to contributing to the expansion and success of the cultural and creative sectors in Europe.

Knowledge of key themes, debates and issues in education and training for the CCSI in the EU and beyond.

- Experience of working on education initiatives with, and especially in, EIT KICs is a plus.
- Experience in/ with Deep Tech/ Deep Learning is a plus.



Vacancy: Education Programme Managers, August 2024

SOFT SKILLS:

- Excellent research, analytical skills and planning, project management and operational skills.
- Exceptional team player competencies and intercultural management skills.
- Excellent time management skills, including the ability to prioritise effectively and manage tight deadlines.
- Accurate, solution-oriented, and continuous improvement mindset.
- Attention to and passion for detail and thoroughness, patience and ability to work in stressful situations.

WHAT WE OFFER

- A European organisation acting globally: purpose-, business- and impact-driven.
- An agile organisation with fast and flat processes, straight internal communication, low hierarchies, and freedom to operate pro-actively.
- A friendly and creative atmosphere within a dynamic team at modern and well-located office facilities.
- Team-based leadership to build a learning organisation with ~ 75 team members, each excellent in their fields in education, research, business, innovation and society.
- A working place supportive of each employee's development and progress, advocating lifelong learning.
- An employment contract under labour law.
- Please note: Candidates may be considered for other open positions at EIT Culture & Creativity with their agreement.

LOCATION

The head office of the EIT Culture & Creativity is in Cologne (Germany). Education Programme Managers are expected to be regularly present at the head office. Flexible remote working arrangements by agreement. Some travel availability to be expected.

REPORTING

The Education Programme Managers report to the Education Director.



Vacancy: Education Programme Managers, August 2024

DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their potential. We see inclusivity of talent as the basis of our success; a diversity of perspectives and people brings highly-valued contributions. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

HOW TO APPLY

Please submit your application to [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu) no later than **17.00 CET on Thursday 29 August**.

Your application should comprise the following:

- Motivation letter (max. two A4 pages), describing how you meet the criteria outlined
- Europass CV
- Earliest starting date
- Salary expectation

Format: Save your motivation letter, CV, earliest starting date and salary expectation in one single file in PDF format.

File name: Name the file according to:

- For the academic focus: "EITCC_EduPMAC_first name_last name".
 - For the vocational focus: "EITCC_EduPMVOC_first name_last name".
- For example, if applying for the Education Programme Manager (Vocational) position, a Jane Doe would name her file "EITC&C_EduPMVOC_Jane_Doe".

Mail title: The subject field should read "EduPMAC2023" or "EduPMVOC2023".

Timeline

Deadline for applications:

17.00 CET on Thursday 29 August 2024.

Expected start:

Autumn 2024, or earlier by agreement

DATA PRIVACY

Data protection rules are followed according to GDPR. Please see our [GDPR Compliant Privacy Notice](#)

DISCLAIMER

Please note that the document might be subject to changes.