



# EUFIC - Junior Project Manager

## About us

EUFIC – the European Food Information Council, is a non-profit organisation that provides science-based information on food and health.

We are passionate science and communication experts who believe in the power of knowledge, and in a world where people choose to live healthily because they know how to. To help building it, we offer accessible, appealing and actionable science-based information to inspire and empower people to improve their diet and lifestyle.

We collaborate with a broad network of academics, national and international organisations, businesses and professionals in the food and health sector. We carry out consumer research to understand people's perceptions, views and preferences. We are a lively, multi-disciplinary, and multi-cultural team of over 20 colleagues, based in the heart of the European Quarter.

Our funding comes from individual food and drink companies, the European Commission, foundations, umbrella organisations and from sales of publications.

## Job description

The EU Collaborative Projects Team is at the very core of EUFIC. The Junior Project Manager will be implementing communication, dissemination and engagement activities in publicly funded projects (e.g. Horizon Europe, EIT Food, etc.) and pro-actively manage corresponding project requirements (budget, reporting, meetings with other partners, etc.) in collaboration with the support of a senior manager. Moreover, they will be involved in the development of proposals (mainly under the Horizon Europe programme), working together with research centres, universities, NGOs, etc.

## Key responsibilities

- Supporting the management of publicly funded projects. Tasks may include, but are not limited to:
  - Development and execution of a communication and dissemination strategy
  - Representing EUFIC at project meetings
  - Writing project reports and deliverables, incl. Meeting internal reporting requirements
  - Budget management
- Active involvement in the development, review, and promotion of different types of science-based content covering a wide range of food & health related topics including, nutrition, lifestyle, food safety, food quality, food risk communication, and sustainability. Tasks may include, but are not limited to:
  - Creating online communication materials and tools (e.g. newsletters, leaflets, videos, infographics, etc.)
  - Writing accessible science-based articles
  - Collaborating with external contractors (i.e., to develop websites)
  - Creating/reviewing social media and website content
- Networking activities. Tasks may include, but are not limited to:
  - Analysis, identification and engagement of stakeholders relevant to the project's scope



- Participation in online/on-site conferences aiming to present project results and guide hands on activities
- Building relations and exploring additional collaboration with stakeholders (policy makers, researchers, industry and consumer organisations' representatives)
- Supporting the organisation of events and meetings. Tasks may include, but are not limited to:
  - Definition of the event concept, including goals and moderation plans
  - Taking care of the logistic aspects (i.e., venue, catering, invitations, etc.)

## Educational requirements, experience and skills

The successful applicant should have/be:

- MSc degree: ideally with a scientific background in life sciences, nutrition, food safety, food technology, sustainability, behaviour change, or related subjects
- Fluent in English (written and spoken), and ideally another European language
- At least, 1-3 years of experience in a similar position are required
- Strong project management and organisation skills
- Any experience in proposal writing in EU-funding programmes (i.e., Horizon 2020, Horizon Europe, Erasmus+, etc.) will be positively evaluated
- Experience in supporting the organisation of workshops and events
- Builds rapport with external partners easily to identify collaboration opportunities
- Interested in exploring new ways of communicating with different types of EU-stakeholders to deliver impact through public funding schemes
- Any other experience in open innovation (i.e., Living Labs), citizen science, capacity building activities, etc. represents an interesting asset
- Pro-active and forward-thinking to stay on top of developments in the communication and engagement field
- Good interpersonal skills and a team player
- Enthusiastic to work in a dynamic, highly motivated team

## Job conditions

- Full-time position (38h/week)
- Salary package including a range of benefits (e.g. 13th month, holiday pay, pension scheme, health insurance cover, lunch vouchers, phone contract, annual bonus)
- Based in central Brussels with a possibility to work from remote
- Start date: as soon as possible
- One-year contract with the possibility to extend
- Will involve European travel for project meetings and conferences

## Application

Email your application including full CV and letter of motivation to [jobs@eufic.org](mailto:jobs@eufic.org) by June 20, stating "EU Collaborations Team Junior Projects Manager" in the subject line.

Only successful candidates will be notified on the outcome of the first selection. Interviews will take place via Microsoft Teams in the first instance.