



(6 months temporary contract) - Project Manager in the EU Collaborative Projects Team

About us

EUFIC – the European Food Information Council, is an international 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 30 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 Project Manager will be implementing communication, dissemination and engagement activities in publicly funded projects (e.g. Horizon Europe, Erasmus+, etc.) and pro-actively manage corresponding project requirements (budget, reporting, meetings with other partners, etc.) in collaboration with other EUFIC managers. Moreover, they will be involved in the development of proposals (mainly under the Horizon Europe programme), working together with research centres, universities, NGOs, etc. The successful candidate is required to manage projects/tasks independently, and reports to the EU Collaborative Projects Team Area Lead.

Key responsibilities

- Managing publicly funded projects. Tasks may include, but are not limited to:
 - Development and execution of a communication and dissemination strategy
 - Coordination of project partners to deliver on strategic communication and engagement efforts
 - Representing EUFIC at project meetings
 - Writing project reports and deliverables, incl. meeting internal reporting requirements
 - Budget management
 - Participation in online/onsite meetings with other project partners
- 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, food systems science, sustainability and nutrition. Tasks may include, but are not limited to:
 - Creating online communication materials and tools (e.g. newsletters, leaflets, videos, infographics, etc.)



- Collaborating with external contractors to create visual content and 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 organizations' representatives)
- Organisation of events and meetings. Tasks may include, but are not limited to:
 - Definition of the event concept, including goals and moderation plans
 - Facilitation and moderation of interactive and multistakeholder events
 - 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, 3+ years of experience in a similar position are required
- Strong project management and organisation skills
- Experience in proposal writing, preferably in Horizon 2020 or Horizon Europe
- Experience in organising and moderating workshops and events
- Builds reports 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)
- Based in Brussels or abroad
- Start date: as soon as possible/May 2025
- 6-months contract with the possibility to extend
- Will involve European travels for project meetings and conferences

Application

Email your application including full CV and letter of motivation to jobs@eufic.org by May 3rd, stating "EU Collaborations Team Project Manager" in the subject line.

Please note that only successful candidates will be notified of the outcome of the first selection. Interviews will take place via Microsoft Teams.

European Food Information Council (EUFIC)

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