



(Senior) Project Coordinator - NetZeroCities (maternity cover)

Organisation

Eurocities, the network of major European cities, is recruiting a (Senior) Project Coordinator to work in the field of climate neutrality.

The candidate would start in mid-late November 2024.

Eurocities is a dynamic and international team where we trust in people, value constructive exchanges and collaborative work. We help people thrive in a friendly, open and healthy environment while promoting a work/life balance.

About the project

NetZeroCities (NZC) is an initiative launched as part of the European Green Deal and directly supporting the European Commission's *Mission for 100 Climate-neutral and Smart Cities* by 2030. NZC is being implemented by a 33-member consortium comprising diverse partners from across Europe, supporting the 112 Mission cities to achieve the Mission objectives through expertise, tools and guidance, capacity building and knowledge sharing, and innovative approaches to systemic change.

In 2024, NetZeroCities started its support other cities in Europe to learn from the work implemented by the 112 Mission Cities through a new Grant Agreement and set of services under the SGA2 – WP1, helping as many cities as possible to follow suit. We are seeking a dedicated and experienced Project Coordinator to join our team and lead a critical work package dedicated to supporting other cities in Europe on their journey to climate neutrality.

Responsibilities

As Project Coordinator, you will play a pivotal role in coordinating efforts to assist cities across Europe towards climate neutrality. You will work closely with a diverse team of partners and colleagues, ensuring collaboration and effective project management. Your expertise in understanding the unique challenges and needs of cities at the local level will be crucial for this position.

You will work as part of the Climate & Environment Team. In this role, you will:

- **Coordinate the implementation of a large Work Package and the 22 partners involved:** lead and coordinate the designated work package focused on supporting European cities in their climate neutrality efforts, ensure the contacts with the project coordinator and the team in the European Commission, monitor the implementation of the work, deliverables, milestones and KPIs;
- **Collaborate:** Oversee and manage relationships with a large number of project partners and colleagues, ensuring effective communication and collaboration;

- **Project Management:** Utilise strong project management skills to plan, execute, and monitor project activities, ensuring timely and successful delivery of outcomes;
- **Apply your understanding** of the climate-related challenges and needs of cities at the local level to develop tailored support and solutions;
- **Organise** workshops, training, webinars, dissemination activities, publication of best practices, knowledge-sharing activities;
- **Line manager:** provide leadership and line-management of 5 colleagues within Eurocities fostering a collaborative and productive team environment;
- **Reporting and Documentation:** Maintain accurate project documentation and reporting, ensuring compliance with project requirements and standards;
- **Ensure quality control** of deliverables, communications and public reports by other partners of the work package;
- **Promote** project results and activities internally and externally;
- **Draft** technical and financial reports;
- **Travel** as required for the purposes of the project;
- **Contribute** to the Climate & Environment Team, supporting colleagues and ensuring activities are joined up with other areas of the organisation

Profile

You are an experienced professional who is full of initiative, self-driven, curious, creative, flexible and results-oriented.

The skills and experience to do this job successfully include*:

- at least 10 years of professional experience working on European projects
- advanced degree (in one of the following areas, but not limited to): Environmental Sciences, Sustainable Development, Urban Planning, Political Studies, Public Administration, Urban Economics, Urban Engineering, or similar disciplines
- experience in one or more of the following areas is highly desirable: city climate action, energy transition, systems thinking, cross-sectoral innovation and multi-lever approaches (policy, finance, technologies, stakeholder engagement, citizen engagement)
- demonstrated knowledge of climate planning, actions and issues, ideally at city level
- experience in liaising with city officials at different levels, including senior staff and politicians
- experience in capacity building and peer learning activities (in-person and online)
- excellent oral and written communication skills in English required; and fluency in any other EU language(s) is desirable
- good knowledge of European cultural diversity and experience in working with multi-cultural teams
- willingness and ability to travel as required
- strong intrinsic motivation to support cities to become climate neutral
- good networking abilities and interpersonal skills for an international environment
- excellent relationship management, coordination, and communications skills

Assets:

- experience in coordinating work packages and EU-funded projects
- previous experience working with cities
- understanding of climate and energy policies

- other languages an asset
- knowledge of EU policies and functioning of the EU institutions is a plus

We are looking for candidates who fulfil most of these criteria, but do not hesitate to apply if you think that you could be a good fit for the position. We would like to appoint a Senior Project Coordinator with 10 years' experience, who also has line management experience, however, if a candidate has strong experience across other areas (excluding line management) we will appoint at Project Coordinator level.

We offer

- a full time contract as an employee, under Belgian legislation. The selected candidate will need to either live in Belgium or be willing to move to Belgium for the duration of the contract (candidates need to provide a Belgian address and must have the legal right to live and work in Belgium). A contract as employee under Spanish legislation, based in Barcelona, will be considered.
- a fixed term contract until July 2025
- secondments will be considered
- €3.500 - €4.400 monthly gross salary, according to profile and experience, under Eurocities Belgian salary grid. We can provide the equivalent for freelancer or Spanish Payroll upon request.
- flexible working hours
- part-time teleworking

Benefits

For employees under Belgian legislation: meal vouchers, pension plan, hospitalisation insurance, public transport costs, 13th month, éco-chèques, 90€ net per month of teleworking allowance, training opportunities. Similar benefits apply to employees under Spanish legislation.

How to apply

Applicants are requested to send a letter of motivation, explicitly describing their relevant experience and linking it to the requirements for the position, in one page maximum, together with a CV with at least two referees (including your current or last employer) by **18 August 2024 at 23:59 CET** to: Patricia de Wouters, People & Operations Director, at jobs.climate@eurocities.eu.

Please send the documents in pdf format and mention 'project coordinator NZC' in the subject line.

Interviews will be held in person (or online if the candidate cannot be present in Brussels) on 4 & 5 September 2024.

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Eurocities and will be deleted immediately after the recruitment process. For more information, read our privacy policy.

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