



## Head of Climate Projects

### Organisation

Eurocities, the network of major European cities, is seeking an experienced and dynamic colleague to lead our climate-related projects as the Head of Climate Projects. This role is critical in overseeing Eurocities' portfolio of high-profile climate initiatives, primarily funded by Horizon Europe. The candidate would start in 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.

### Responsibilities

As Head of Climate Projects, based in Brussels or Barcelona, you will play a pivotal role in coordinating Eurocities' 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. You will be part of the Climate and Environment Team and contribute to the leadership of the organisation via the Extended Strategy Team. 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 provide:

- **Project Oversight:** Manage and oversee the portfolio of climate-related projects, ensuring alignment with Eurocities' strategic objectives and compliance with funding requirements.
- **Leadership:** Line manage a team of six senior/project managers and oversee a team of 20+, providing guidance, support, and professional development opportunities to ensure effective project implementation.
- **Funding Knowledge:** Utilise in-depth knowledge of Horizon Europe and other European funding programmes to secure and manage project funding.
- **Stakeholder Engagement:** Foster strong relationships with internal and external stakeholders, including city members, European institutions, and project partners.
- **Reporting and Communication:** Ensure high-quality project documentation, including progress reports, deliverables, and communication materials, maintaining excellent written and verbal English skills.
- **Collaboration:** Work collaboratively across a diverse and complex team environment, facilitating cooperation and knowledge sharing among team members and partners.
- **Strategic Planning:** Contribute to the strategic planning and development of Eurocities' climate action initiatives, aligning projects with broader organisational goals.

## 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:

- **Education:** A degree in environmental science, urban planning, public policy, or a related field. A postgraduate degree is desirable.
- **Experience:** At least 12 years of experience in managing projects, with significant exposure to Horizon Europe or other European funding programmes.
- **Leadership Skills:** Proven experience in leading and managing a team, with a focus on professional development and performance management.
- **Communication:** Exceptional written and verbal English communication skills, with the ability to present complex information clearly and effectively.
- **Collaboration:** Demonstrated ability to work collaboratively internally and with a complex and diverse range of external partners.
- **Organisational Skills:** Strong organisational and project management skills, with the ability to prioritise tasks and meet deadlines in a fast-paced environment.
- **Technical Knowledge:** Thorough understanding of climate neutrality, urban sustainability, and the European funding landscape.

Assets:

- Previous experience working with cities and the European Commission
- Understanding of EU climate and energy policies
- Knowledge of EU policies and functioning of the EU institutions is a plus
- Other languages an asset

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 offer

- a full-time contract, either 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). Or
  - an employee, under Spanish legislation.
- an open-ended contract starting in November 2024
- 4.600€ - 5.000€ monthly gross salary, according to profile and experience, under Eurocities Belgian salary grid. We can provide salary information for 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 are offered for the Barcelona-based contract.

## How to apply

Applicants are requested to send a letter of motivation, explicitly describing point by point 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**: Patricia de Wouters, People & Operations Director, at [jobs.climate@eurocities.eu](mailto:jobs.climate@eurocities.eu). Please send the documents in pdf format and mention 'Head of Climate Projects' in the subject line.

We are aware that you might use AI when applying for this position. It's perfectly fine to use AI to brainstorm, structure your ideas or edit your language. Just please be aware that while AI is one of the tools we use in Eurocities, the main tool we need for the work here is our brains: This is a content-based position, and one that AI cannot do for you. Please keep this in mind during the application and interview phase to avoid disappointment on both sides later in the process. We want to use this interview to get to know you and your ideas, not what ChatGPT thinks the best answers are.

**Interviews will be held in person (or online if the candidate is unable to be in Brussels) on Tuesday 3 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](#).

[eurocities.eu](http://eurocities.eu)