

EIT Community France

Office Consolidation & Event Manager

Paris, December 2021

EIT Health France, 187 rue du Chevaleret, 75013 Paris

About us

EIT AND EIT KNOWLEDGE AND INNOVATION COMMUNITIES (KICs):

[The European Institute of Innovation and Technology \(EIT\)](#) is an independent EU body strengthening Europe's ability to innovate. The EIT is an integral part of Horizon Europe, the EU's Framework Programme for Research and Innovation.

The Institute is a unique EU initiative that drives innovation across Europe by bringing together organisations from business, education and research and finding innovative solutions to pressing global challenges to create, cooperate and innovate.

The EIT supports the development of dynamic, long-term European partnerships among leading companies, research labs and higher education. These partnerships are called EIT Knowledge and Innovation Communities (KICs) and each is dedicated to finding solutions to a specific global challenge, from climate change and sustainable energy to healthy living and food.

Bringing together more than 2000 partners, the EIT is Europe's largest innovation ecosystem and connects innovators and organisations. We power innovators and entrepreneurs across the EU and beyond to turn their best ideas into cutting-edge products and services. This is crucial to fulfilling the EIT's mission to create jobs and deliver sustainable and smart growth for Europe.

Together with leading partners, the EIT Community offers a wide range of innovation and entrepreneurship activities: education courses that combine technical and entrepreneurial skills, tailored business creation and acceleration services and innovation-driven research projects. This brings new ideas and solutions to the market, turns students into entrepreneurs and, most importantly, delivers innovation.

HUB CONSOLIDATION FRANCE PROJECT:

The Cross-KIC Hub Consolidation programme aims at collocating the individual offices of EIT KICs in selected European cities where more than one KIC currently has individual offices. The main

objectives are increased efficiency gains and visibility for the collocating KICs, improved collaboration between the collocating KICs and providing a flexible working space for the KICs that do not have an office in the specific location.

The benefits expected from the co-location:

- Financial saving (e.g. shared facilities such as hot desks, meeting rooms, equipment);
- Having access to additional facilities (e.g. shared meeting rooms);
- Sharing services to optimise staff time and/or financial saving; and
- Increasing visibility and raising awareness about the EIT Community

Since March 2021 in Paris, the co-location of [EIT Health](#) and [Climat KIC](#), plus hot desks for [EIT InnoEnergy](#), [EIT Manufacturing](#) and [Venture Centre of Excellence](#) is effective. [EIT Food](#) and [EIT Digital](#) are joining the end of 2021/ 2022. Discussions are ongoing with other KICs and different stakeholders to secure the mid-and long- term roadmap of Hub Consolidation & visibility.

EIT HEALTH FRANCE:

EIT Health brings together leading health organisations in industry, academic and research institutions as well as public sector organisations, to promote healthy living, support active aging and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data.

EIT Health France is coordinating several pan-European flagship projects contributing to the EIT Health sustainability strategy:

The Venture Centre of Excellence (VCoE) is a public-private Life Science co-investment programme, co-developed with the European Investment Fund, which aims to empower financing for European health start-ups, to accelerate their innovation for citizens. More info can be found [HERE](#).

The “Workin’ Health” initiative aims at helping the ecosystem of European Life Sciences and Health companies to meet the new challenges of human resources availability, support the emergence of new jobs and facilitate access to training to skill and re-skill talent across Europe. More info can be found [HERE](#).

Job Description

JOB TITLE:

Office Consolidation & Event Manager

REPORTING TO:

EIT Health France Operations Lead

KEY WORKING RELATIONSHIPS:

Internal:

- In close collaboration with all co-locating KICs' teams
- In close collaboration with EIT Health Public Affairs & Stakeholder Relations team
- In close collaboration with EIT Health France team
- In collaboration with Finance and PMO teams in EIT Health Central Office in Munich

External:

- In close collaboration iPEPS (building owner and lessor)
- In collaboration with EIT and other stakeholders (Regional, National, European)
- In collaboration with EIT Health and project partners
- In collaboration with external providers

PURPOSE OF THE ROLE AND MAIN RESPONSIBILITIES:

The Office Consolidation & Event Manager will be integrated into the Operations team of EIT Health. She/he will assist the Operations Manager and will take charge of the following responsibilities:

Office Consolidation cross-KIC project management:

- Project Management (writing, amendment/follow-up, reporting)
- Cross KIC Community Management (governance, operations, animation)
- In close collaboration with the Operations team coordinate the legal and financial follow-up of the project
- In close collaboration with the Communication team define and implement the communication and dissemination strategy

- In close collaboration with the Public Affairs & Stakeholder Relations team and the Managing Director coordinate and implement the Stakeholders Management strategy related to the Hub Consolidation and coordinate the sustainability strategy of the project

Cross KIC Office & Event Management:

- Ensure the good functioning of the office, the work tools, the access to the office (security keys, occupation software, meeting rooms) for all collocating KICs
- Logistic support for Cross KIC events and events organised in the co-location premises

EIT Health event Management:

- Assist the French team, and in particular the Ecosystem Leads and VCoE and WorkInHealth/TMP Programme Managers in the event organisation and follow-up
- Programme/ agenda planning coordination with internal and external stakeholders
- Event communication and marketing in collaboration with the French team
- Logistic support
- Budget, reporting and post-event follow-up

PERSON SPECIFICATIONS

Education/Qualifications:

- Education background in Event / Project Management or other relevant programmes
- Fully French-English bilingual, able to produce outward-facing content in native or near-native English
- Experience in event and/or project management

Skills and Abilities:

- Master the principles, methods and tools of event and project management
- Experience and ability to work with an international team and in a multidisciplinary context
- Proven ability to engage a wide range of stakeholders
- Proven interpersonal and communication skills, strong presentation skills, ability to produce clear and concise written material particularly in writing and ability to present complex issues
- Faculty to work with different stakeholders and navigate a highly complex organisational structure
- Interest in European innovation topics

Other:

- Proactive and well organised
- Innovative, dynamic and resilient
- Highly entrepreneurial attitude
- An open and positive attitude to working in a constantly changing environment

WHAT DO WE OFFER?

- One-year-fixed-term contract (CDD), full-time position
- 30k-37k annual gross salary depending on experience
- Start-up mentality, fast and flat processes, straight internal communication, non-hierarchical structure, and freedom to operate with autonomy
- An extensive European network
- Trustworthy atmosphere within a dynamic team
- Position based in Paris. Working from home possible (2 days per week).

HOW TO APPLY?

If you are looking for a new adventure and you are team-oriented and have the skills and experiences to back it up, please share a CV and cover letter to albena.saynova@eithealth.eu

Deadline for application: **15 January 2022**