Job Opportunity

The Climate Alliance European Secretariat is looking for a

Project Manager on Buildings

to join a highly motivated and multilingual team.

The position is aimed at managing tasks pertaining to European projects.

Our ideal candidate is an all-round Project Manager, who will take the lead of Climate Alliance’s European projects related to climate protection and buildings. The Project Manager will be responsible for Climate Alliance’s tasks in European projects and will support the association and its buildings team in promoting energy efficient retrofitting among the members of Climate Alliance.

Tasks

- Daily management of Horizon 2020 projects and liaison with project partners (including technical and financial reporting);
- Drafting project deliverables and briefs;
- Drawing conclusions relevant to policy from events and workshops, especially at city level;
- Co-developing communication products for different target groups in different EU-countries (e.g. flyer, video, brochure, conference);
- Planning and facilitation of workshops;
- Organisation of a peer-to-peer knowledge transfer;
- Leverage project results and make them relevant to Climate Alliance’s activities in the area of buildings.

Job requirements

Academic and professional experience

- 1 to 3 years of relevant project management experience, preferably related to Horizon 2020 or international projects with multiple partners;
- Previous work experience with local authorities and networks of cities;
- Knowledge of municipal climate protection and energy efficiency interventions in buildings is an asset;
- Experience in knowledge management is an advantage;
- A master’s degree in a relevant field (e.g. architecture, engineering, public policy or international relations).

Technical and personal skills

- Very good communication skills and competences, fluency in DE and EN is a must;
- Experience in drafting Horizon 2020 proposals and reports in EN;
- Experience in drawing recommendations relevant to local and EU policy in the building sector is an asset;
- Ability to initiate work and processes driven by self-initiative and interest; flexibility and dynamism are also highly appreciated;
- Experience in organising different types of (online) events - from workshops to conferences including promotion via social media and other communication channels;
- Comfort and experience in public speaking to different types of audiences;
- Ability to initiate work and processes driven by self-initiative and interest; flexibility is also highly appreciated;
- Systemic as well as an out-of-the-box thinker;
- Dynamic and pro-active; able to work independently as well as in teams;
- Excellent organisational skills, high attention to details, ability to multitask;
- Motivated to work with local authorities, networks of cities and NGOs on climate action.

Role description

You will play a role as Project Manager and be based either in the Frankfurt or in the Brussels office of Climate Alliance. Furthermore, you will join the Climate Alliance team of building experts across the Brussels and Frankfurt offices to build the presence of Climate Alliance. Apart from the above-mentioned tasks, we provide good room for incorporating your communication experiences and interests to make the most of your skills. This counts for both internal and external communication.

TERMS

Contract: The contract will be made between the individual and Climate Alliance under the German or Belgium law. The corresponding assignment is based on a 1-year full-time contract (with a possibility to be extended) starting as soon as possible.

Location: Climate Alliance, European Secretariat, Headquarters Galvanistr. 28, 60486 Frankfurt am Main, Germany
or
Climate Alliance, Brussels Office Mundo-Madou, Avenue des arts 7/8, 1210 Brussels, Belgium

Applicants must have the legal right to be employed in Germany or Belgium.

To apply please address the following documents (in English) to career@climatealliance.eu

- motivation letter addressing the requirements and desired results for this position and stating your possible starting date (1 page)
- your CV (2 pages max)

Closing date for applications: 25. March 2021.

Only short listed candidates will be contacted.

The position will be filled as soon as a suitable candidate is found.

THE CLIMATE ALLIANCE

For over 30 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With more than 1,800 members spread across 27 European countries, Climate Alliance is the world’s largest city network dedicated to climate action and the only one to set tangible targets: each member city, town and district has committed itself to reducing greenhouse gas emissions by ten percent every five years. Recognising the impact our lifestyles can have on the world’s most vulnerable people and places, Climate Alliance pairs local action with global responsibility. climatealliance.org