Candidate Specification
EU Project Manager
Nesta Research, Analysis and Policy Team

Salary: £30-37K plus benefits
Location: Blackfriars, London
Term: Fixed term contracts
Hours: See below

We are seeking to appoint three experienced, diligent, organised and tenacious Project Managers to join our growing portfolio of EU-funded projects at Nesta. We have recently secured funding for new Horizon 2020 projects and are recruiting for three new Project Managers to undertake project management as follows:

- 0.6 FTE starting on January 1st 2018 for 18 months. This role will primarily focus on supporting our work on digital social innovation.
- 0.5 FTE starting on January 1st 2018 for 24 months. This role will primarily focus on supporting our work on entrepreneurship and scaling-up startups.
- 0.8 - 1.0 FTE starting as soon as possible for 15 months. This role will primarily focus on supporting our work on the next generation internet.

How we work

These positions will sit within Nesta’s Research, Analysis and Policy (RAP) Team and Futures Team. RAP is a lively team of over 40 people working on a range of topics including government innovation, creative economy, public and social innovation, the digital economy and innovation policy. We work closely with each other, with other teams within Nesta and with external organisations to produce over 50 reports a year, a busy programme of events and tangible impacts on policy at the local, national and international levels.

Over the past few years we have developed a portfolio of EU-funded projects including the Startup Europe Partnership, Digital Social Innovation for Europe, the European Digital Forum, the European Digital City Index, Social Innovation Community and Transition. We have recently received funding for four new EU projects.
About this role

The main responsibilities for these posts relate to carrying out project management from the kick-off stage until the project’s closure. The successful candidates will be able to offer a range of advice, support and project management services for EU funded projects where Nesta is both the coordinator and key partner.

The position will suit candidates with experience of project management, particularly multi-partner, international EU-funded collaborative projects, and knowledge of EU Framework Programme funding (FP7 and Horizon 2020).

About the Projects

Digital Social Innovation (0.6 FTE, starting January 2nd 2018 for 18 months)

We have been involved in the field of digital social innovation since 2014, and are considered one of the authorities on the topic in Europe today. Our first project, DSI (2014-2015), mapped the organisations and projects across Europe using technology to tackle social challenges, and provided the first taxonomy of DSI in Europe. Our second project, DSI4EU (2016-2017), continued to map the growing DSI community across Europe, while also carrying out research into the barriers facing the growth of DSI in Europe, holding numerous events across Europe, influencing policy, developing resources and developing high-quality and relevant content such as blogs and case studies.

You can find out more about our work on DSI at digitalsocial.eu, the website of the DSI4EU project, and at www.nesta.org.uk/project/digital-social-innovation, as well as following our DSI work on Twitter. Furthermore, a significant part of Nesta’s work more broadly is related to DSI to a greater or lesser extent, including our work on collective intelligence, social action, social innovation, digital healthcare, impact investment and digital startups.

We will be continuing our work on digital social innovation from January 2018, working with a consortium of European partners. Nesta will be the project coordinator.
Startup Europe Partnership 2.0 (0.5 FTE, starting January 2nd 2018 for 24 months)

We are about to launch a second phase of the Startup Europe Partnership, a major European programme which aims to help startups to grow and scale up across Europe. Core activities for the project as a whole include: understanding different routes to scale (including stock market floatation), further researching and mapping corporate-startup collaboration, and running training workshops for entrepreneurs and potential ‘scale-ups’ across Europe. Nesta is part of an international consortium but is not leading the project. Some European travel will be necessary.

NGI - Engineroom (0.8- 1.0 FTE, starting as soon as possible (negotiable))

Engineroom is a project under the European Commission’s ambitious new Next Generation Internet flagship initiative. Engineroom has two main aims:

- Identifying and mapping the ecosystems of emerging technologies and trends that will underpin the future internet, using novel big data methodologies.
- Involving a wide range of citizens across Europe in developing radical new visions for a more human-centric, inclusive and resilient internet by 2025.

Engineroom will play a key role in shaping the NGI initiative’s research and investment agenda, as well as the European Commission’s H2020 ICT work programme. The project is led by Nesta, and involves a consortium of international partners.

About You

You will have expertise in managing EU-funded projects, both grant and service contracts; experience with Horizon 2020 programmes will be particularly valuable. You must have a track record of successfully meeting contract compliance requirements, demonstrating the ability to plan and manage financial and human resources (including forecasting and tracking actual expenditure against forecasts), meet deadlines, and working in a fast-paced environment. You will need to be comfortable working across a range of subject and policy areas related to technology innovation and social policy and to be passionate about the positive impact this can make.

You will need to be an excellent communicator, be able quickly to translate complex EU funding and contractual requirements into plain English that non experts can understand and implement, be able to support deadline management, and be able to implement
efficiencies across project teams when needed. We are looking for a self-starter who is organised and diligent, and keen to support Nesta colleagues with varying levels of experience in contract compliance.

The Role

- To carry out top-level management of an EU-funded collaborative research and innovation projects with regards to all administrative, contractual and financial matters;
- To act as the interface between the European Commission, project’s Steering Committees, project partner organisations and third parties;
- To act as the focal point both for receiving reports, comments and project funds from the European Commission and partners as well as for distributing and disseminating these further as and when necessary;
- To work in close collaboration with the project’s coordinators, technical leads and research teams to assess the impact of changes to project’s Work Packages on the general development of these projects;
- To check and monitor budget expenditure both at project and partner organisations’ level;
- To carefully check and monitor of all aspects of the project’s contractual documentation;
- To generate and submit amendments to the project’s Grant Agreements and Consortium Agreements, and to draft other agreements as required;
- To assist in the preparation of detailed interim and final reports, as outlined in the project’s EC Grant Agreements;
- To maintain a full awareness of Nesta’s policies in relation to broader research and innovation related issues;
- To liaise with European Commission officials at the negotiation, contract implementation and reporting stages;
- Support day to day delivery and help shape these two exciting projects.

The Person

You will have:

Experience

- A strong understanding of the EU rules and regulations, preferably of Horizon 2020 financial and administrative requirements;
- Preferably an experience of delivering an H2020 project, related to technology and/or social innovation;
- Experience of project monitoring and claims submission portals would be beneficial;
- Demonstrable experience of building and maintaining project management processes and streamlining complex monitoring/reporting processes;
- Familiarity with complex research projects and willingness to travel for consortium meetings and other events and meetings;
- Experience to work under own initiative.

Skills and Knowledge
- A strong ability to work collaboratively and with a variety of teams within Nesta and internationally;
- A pro-active, supportive, and flexible working style;
- A high level of attention to detail and organisational skills;
- Excellent written and presentation communication skills;
- Strong numeracy and financial skills;
- Good analytical and practical problem-solving skills
- A strong interest in Nesta’s areas of work and in particular the topic area of the role(s) you are applying for.

About Nesta
Nesta is a global innovation foundation. Our mission is to spark and shape new ideas to improve how the world works for everyone. We use our knowledge, networks, funding and skills to take on big challenges, working in partnership with others to make change happen. We are a UK charity and our work is enabled by a financial endowment.
- We see - we spot opportunities in challenges
- We spark - we generate novel ideas to solve big problems that matter to everyone
- We shape - we provide the help needed for promising ideas to grow and adapt
- We shift - we join with others to back world-changing ideas
How to apply

Please complete the short Application Form via the button on the relevant advert on our website, specifying which role or roles you would like to apply for.

The closing date for completed applications is **23:45, Sunday 12 November.**
1st Interviews will take place **Monday 20 November.**
2nd Interviews will take place **Monday 27 November.**