

# JOIN OUR TEAM!

## Unique and rewarding opportunities to join BIA Innovator Campus **EU Project Manager & Proposal Writer**

EU & Internationalization



**BIA**  
INNOVATOR CAMPUS



### **CLOSING DATE**

Thursday July 20th 2023



### **NATURE OF CONTRACT**

- This position will be offered on a 3-year fixed term contract to a suitable candidate.
- Applicants should note that a panel may be formed from which future vacancies may be filled.

### **Notice Period:**

Less than 13 weeks	None
13 weeks – 2 years	1 week
2 – 5 years	2 weeks
5 – 10 years	4 weeks
10 – 15 years	6 weeks
15 years plus	8 weeks



### **WORKING WEEK**

The normal working hours are 40 hours per week. This role will require a degree of flexibility as evening and weekend work, along with foreign travel will be part of the delivery requirements.



### **LOCATION**

The role will be based at Teagasc, Mellows Campus, Athenry, Co. Galway, with the opportunity to work remotely available. Candidates must have the right to live, work and travel in the EU. There is no visa sponsorship available for this role.





## REPORTS TO

You will report directly to the GM, or a key person nominated and have responsibilities in delivering KPIs aligned with BIA Innovator Campus growth objectives.



## DESCRIPTION OF POST

The EU Project Manager & Proposal Writer will be an integral member of our team and will have specific responsibility for managing and handling key European projects. This will involve.

- (a) Ensuring a high standard of completion of project deliverables
- (b) Reporting, management of budget drawdowns.
- (c) Proposal research and writing and
- (d) Delivering a strong annual stream of funding.

You will be the day-to-day representation of the company at a European Level.

You will continually strive to improve and grow our relationships and partners at a European Level coupled with the ambition to transfer knowledge and learning to our members, tenants, and food community.

You will support the Bia Innovator Campus in its aim to enhance strategic engagement with EU programs, with specific emphasis on greater participation in Erasmus +, Interreg and Horizon Calls. In addition, supporting tasks related directly to project reporting and implementation; stakeholder and partnership engagement will also be undertaken.

The successful individual will.

- (e) Manage EU projects and ensure their deliverables are completed to a consistent high standard.
- (f) Deliver a key stream of funding and manage budgets assigned
- (g) Develop and maintain existing partnership relationships, strategically identify, and establish new international partnerships; and
- (h) Reporting, account management of budget drawdowns.
- (i) Research, prepare, write, and assist the timely submission of European Call applications.
- (j) Responsibility for the delivery of a strong EU Project Income Stream annually.



## ESSENTIAL QUALIFICATIONS/SKILLS - CANDIDATES MUST HAVE:

- Relevant Bachelor's Degree or equivalent
- At least three years' relevant experience
- Candidates should demonstrate strong motivation, interpersonal, networking and communication skills
- Have excellent research competencies and beautiful written and communication skills



## DESIRABLE QUALIFICATIONS/SKILL

- Previous experience in a similar role or a role with an international dimension is highly desirable.
- Proven track record of delivering funding streams.
- Working Knowledge of EU policies, programmes, and EU Institutions.
- Previous Erasmus + / Interreg / Horizon EU project submission & management experience; and / or (b) at least three years' project management experience both within the Food Sector, are highly desirable.
- Candidates must possess strong analytical and problem-solving skills and be capable of exercising sound judgement.
- Candidates must possess strong initiative coupled with the ability to operate effectively and appropriately in teams, in varied international cultural settings.
- Excellent time-management and budget management skills and demonstrate an ability to multitask effectively.



## DUTIES

The appointee will work across the following areas and will have responsibility for organising and managing several direct reports.

- Manage the work programme and weekly/monthly deliverables across all EU projects assigned, ensuring completed to a high standard.
- Reporting, account management and budget drawdowns.
- Host international meetings and multiplier events onsite as needed. Travel to EU meetings as company representative, participating to a high level as per project schedule.
- Work closely with colleagues across Bia Innovator Campus CLG, to ensure that the organization meets its strategic targets in relation to internationalization.
- Research and prepare call proposal submissions including proposal writing individually and in conjunction with our strategic consultant.
- Deliver a sustainable income stream of funding.
- Liaise with the Food Community on engagement and participation in EU projects, ensuring that European Knowledge sharing is central to the Bia Innovator Membership and Community.
- Collate, generate, and prepare reports and all supporting information in advance of Audit and Monitoring visits, where requested on behalf of the European Commission.
- Maintaining meticulous records and budgets under the various cost centres for all projects
- Complete other administrative support and organisational tasks as may be needed from time to time by the International Manager or other designated officer.

Candidates must have the knowledge and ability to discharge the duties of the post and if successful agree to undertake the duties attached to the post and accept the conditions under which the duties are required to be performed.

The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the business.





## HEALTH

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirement as to health, it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by BIA Innovator Campus CLG.



## SALARY

This salary is negotiable, and a strong package will be offered based on experience and track record of the successful candidate.

Annual leave: 20 days per annum



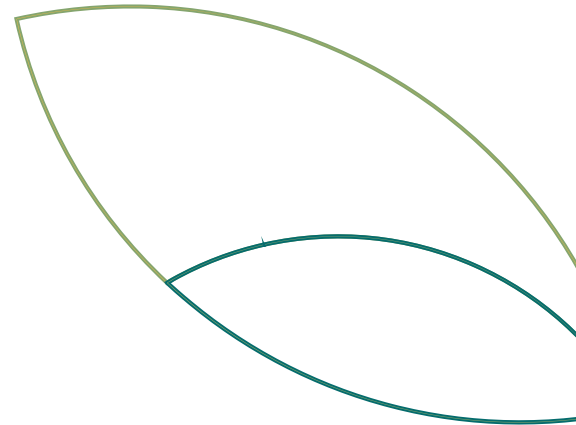
## APPLICATION PROCESS

Your CV must be submitted by the advertised closing date and time. You will have to submit within the time advised; otherwise, your application will be deemed to be late and will not be considered.

This role is subject to a probationary period for 9 months with reviews at months 3 and 6.

Character: Candidates shall be of good character and references shall be sought

## BIA INNOVATOR CAMPUS CLG IS AN EQUAL OPPORTUNITIES EMPLOYER



## How to apply:

Please submit:

- Your Cover Letter,
- CV
- LinkedIn profile link

To [jobs@biainnovatorcampus.ie](mailto:jobs@biainnovatorcampus.ie) by **Thursday July 20th 2023**. You will have to submit within the time advised; otherwise, your application will be deemed to be late and will not be considered. This role is subject to a probationary period for 6 months with review at months 1 and 3. Character

*Character: Candidates shall be of good character and references shall be sought.*



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