**Call for Proposal to support RIS activities**

 **in Public Engagement and Education – EIT Food**

# What is EIT Food?

The European Institute of Innovation and Technology (EIT) is an independent EU body, created by the European Union in 2008 as an integral part of Horizon 2020, the EU’s Framework Programme for Research and Innovation. The aim is to increase Europe’s ability to innovate by nurturing entrepreneurial talent and supporting new ideas.

More specifically, EIT mission is to:

* Increase Europe's competitiveness, its sustainable economic growth and job creation by promoting and strengthening cooperation among leading business, education and research organisations.
* Power innovation and entrepreneurship in Europe by creating environments for creative and innovative thoughts to thrive.

Innovation through integration:

To strengthen Europe’s ability to innovate, action is needed to overcome the fragmented European innovation landscape. This is where the EIT comes in. We have a pioneering role in increasing European sustainable growth and creating jobs by reinforcing Europe’s innovation capacity. The EIT brings together leading organisations from business, education and research, the so-called ‘knowledge triangle', to form dynamic cross-border partnerships - EIT Innovation Communities.

The Innovation Communities are intended to:

* Develop innovative products and services
* Start new companies
* Train a new generation of entrepreneurs.

More information on EIT Food, its partners and the extent of our activities can be found at [www.eitfood.eu](http://www.eitfood.eu).

# What is EIT RIS?

The EIT RIS is the EIT Community’s outreach scheme introduced in 2014 to share good practices and experience emerging from EIT Community activities. The EIT RIS opens up the activities of EIT’s Innovation Communities to innovators that are not partners, by providing targeted support to individuals and organisations to take part in and benefit from EIT Innovation Communities’ activities, services and programmes.

The objective of the EIT RIS is to contribute to boosting the ability to innovate of countries and regions in Europe that belong to the groups of so-called ‘modest and moderate’ innovators (according to the European Innovation Scoreboard): Albania, Armenia, Bosnia and Herzegovina, Bulgaria, Cyprus, Croatia, Czech Republic, Estonia, Faroe Islands, Georgia, Greece, Hungary, Italy\*, Latvia, Lithuania, Malta, Moldova, Montenegro, North Macedonia, Poland\* Portugal, Romania, Serbia, Slovakia, Slovenia, Spain\* or Turkey or Ukraine.

# What are we looking for?

EIT Food through the different Functional Areas aims to actively promote and support a shift in engagement from consumers as passive recipients, to citizens as change agents. It is the intention of EIT Food to build a strong portfolio of activities that contribute to societal impact and have a strong outreach component. With a drive for multi-year and larger activities in, and as such larger total investments per activity, we have introduced the Proof of Concepts (PoC), new Public Engagement activities as a first step for new activities.

As part of the EIT Food 2021 call, there are several tasks identified in RIS activities RIS Professional Development and RIS Public Engagement Proof of Concepts 2021 that needs specific support to be implemented. We are looking for a person responsible to manage, implement and monitor the tasks identified that will be primarily executed during the year by the assigned EIT Food partners on pan-European level. The responsibility includes as well to support on the administrative and communication issues related to these activities, and other ad hoc tasks when necessary.

* Monitor the execution and performance of the assigned activities as outlined in the annual Business Plan.
* Manage the full cycle of the assigned activities, including the (amendment) business plan, and end of year reporting tasks.
* Contribute to the evaluation of the assigned activities and thereby to the development of a strong multi-year portfolio.
* Answer partner questions and communicate with partners to process any modifications, if needed, into projects, budgets, Key Performance Indicators and work plans. Raise red flags and propose solutions to manage risks. Liaise with the corresponding EIT Food responsible person when needed for supporting Activity Leaders as they progress through the programme on a variety of topics.
* Support the compliance of EIT Food activities with Horizon Europe eligibility rules.
* Safeguard that all project materials for dissemination and communication follow the EIT Food brand guidelines.
* Co-operate closely with RIS Programme and Project Managers in managing the activities, and with the corresponding Communication Manager and other members of the communication team to support on ad hoc basis in areas of communication when required.
* Promote the activities and planned events in regional and national media, encouraging the involvement of partners for the preparation of promotional material in national languages, including support with blogging and writing of newsletters, posting updates, news, video reports and other assignments to promote and build the activities and engage participants.
* Support with the recruitment of eligible RIS participants per workshop/event.
* Cooperate with the EIT Food team coordinating workshops; Assist with the design and delivery of face-to-face events (if COVID-19 permits). Support with the design and facilitation of online workshops and events, maximising engagement between primary and secondary producers, advisors, farmers, factories´ employees as well as managers responsible for the strategy and profitability of their agrifood businesses coming from RIS eligible regions.
* Keeping documentation on GDPR and forms confirming RIS eligibility of the appropriate number of participants required by EIT Food.
* Consistently monitor and report on participants’ engagement in the programme, adapting and learning as we go.
* Capture recordings and photos from the programmes to promote activities in the near future and to make proper justifications if needed.
* Report periodically about the progress of the work to the RIS Programme Manager within EIT Food.

# KEY EXPERIENCE:

* Experience in designing and animating online and offline networks
* Experience in delivering engaging online and onsite activities/events, connecting and interacting with the audience during and beyond the event.
* Relevant professional experience in managing and coordinating communication projects
* Ample expertise in creating social media content both in English and Spanish for different channels and targeting specific audiences.
* Knowledge and experience in the food tech sector is a clear plus.
* International exposure and experiences with different nationalities and cultures.
* Available to travel to Bilbao for monthly coordination meetings.

# Skills and behaviour:

* Excellent communication skills and fluency in English and Spanish, including strong public presentation and writing skills and a good sense of visual identity. Additional Southern European languages will be a plus.
* Experience with programme/project management methodologies
* Combining analytical thinking with creativity
* Ability to carry out research, analyse, interpret and communicate information
* Process-orientation with attention to detail and respect for timelines and deadlines, delivering results;
* Independent and trustworthy, able to embrace remote interactions with an extended number of parties, including partners, institutions and stakeholders and experience working with different cultures and nationalities
* Organised, attentive to detail, proactive, service-oriented, capable of multi-tasking
* Team player and willingness to share, help and learn from other members of the team
* The ability to take ownership and initiative to get things done without being asked;
* Strong ethos for the environment, and passion to improve the way we produce and consume food
* Willingness to be operational and flexible to work in small (multi-national) teams/matrix organisation, in a fast-paced changing environment;

# APPLICATION:

Interested candidates are asked to send their CV and a proposal outlining their experience relevant to this position and daily fees (including VAT) **before April 12th**.

Shortlisted candidates will be invited for an interview. Shortlisted candidates may be asked to prove their background, qualifications, skills and experiences by providing relevant documents.

If your proposal is accepted by the EIT Food team, we will send across a short Memorandum of Understanding to be signed. This MOU will outline the terms of the partnership between both sides.

Should you have any questions, please do not hesitate to contact the EIT Food team. Contact: Elvira Domingo (e-mail: elvira.domingo@eitfood.eu) with “**Proposal to support RIS activities in Public Engagement | 2021**” as the subject of the email.