

Partnership Support & Funding Manager, CLC North-West

Post Title:	Partnership Support and Funding Manager
Starting Salary & Benefits:	C. £40k - 45k depending on experience; generous pension & benefits including health cover.
Contract Type:	Permanent; Full-Time preferred, reasonable part-time considered.

Background

EIT Food is a public-private innovation network which promotes and funds a large portfolio of R&D, skills activity and new business creation/ incubation across all agri-food sectors. Citizen engagement and co-creation in innovation is part of our agenda to produce healthier, more sustainable, ethical and nutritional food from a more connected innovation ecosystem.

This position is based at EIT Food's North-West Europe regional office ("Co-Location Centre" or "CLC"), based in Reading, UK. Our CLC company is a not-for-profit organisation owned by those EIT Food members located in our geographic territory – Ireland, UK and Iceland – and is part of a multi-centre international network co-delivering a Europe-wide strategy to improve food for all via regional networks of excellence.

We are funded by partner subscriptions, EU funding via European Institute of Innovation & Technology (EIT) and other sources. We aim to build an economically sustainable innovation network by diversifying our funding sources to leverage our EU funding with co-funding from other sources to sustain large scale international innovation, including UK partners. Our collective aims and objectives are set out at www.eitfood.eu alongside information on our membership, our structure and portfolio of projects.

Further Application Information

Interested candidates are asked to **send a CV and application** letter in English in electronic format to: clcnorthwest@eitfood.eu **before midnight (BST) Sunday 11th August 2019**. Please include "Job application" in the description line of the email.

Shortlisted candidates may be invited for an interview and may be asked to prove their background, qualifications, skills and experiences by providing relevant documents and references. UK statutory "right to work" requirements must also be satisfied before appointment to the role.

Purpose of Role

To support the EIT Food partnership and CLC company itself in managing existing EIT Food grants and in attracting new funding for activities in line with EIT Food strategy. The role will support the development of projects and efficient application processes to access EIT and other potential co-funding sources - including regional and national public and charity funds and European Framework Programmes (and any relevant successor schemes, post-Brexit). The post holder will assist the CLC Director in effective reporting to key stakeholders on our activities and supporting good partnership governance.

JOB DESCRIPTION

1. Support CLC company and local CLC partners with the procedural aspects of EIT Food project funding applications, their management and reporting in line with Horizon 2020/ Horizon Europe requirements (and any successor or parallel schemes relevant to UK partners) and any additional EIT grant or reporting requirements.
2. Support the CLC company in the preparation of funding applications to public and charitable sources, helping with content and the writing of non-specialist sections, structure and presentation, advising and preparing costing, and ensuring the application meets both the strategic objectives of EIT Food and the objectives and priorities of the sponsor and the scheme.
3. Through awareness of the research and innovation strengths and interests in the CLC partnership and by developing relationships with research and innovation leaders within the partnership, support the CLC partnership to match research, innovation and public engagement ideas to suitable schemes and help develop the ideas into high quality funding proposals which will deliver co-funding to EIT Food activities, involving the CLC company as a grant participant where possible.
4. Responsibilities 2 & 3 above will include establishing project plans and timelines, assisting with partner finding within EIT Food and beyond, liaising with partner organisations to obtain information and content, writing non-specialist sections of bids and reports and reviewing documents before submission. Monitoring of grant information sources is also required.
5. Maintain and enhance close links and ongoing communication with EIT Food partners and colleagues in order to keep them well informed about upcoming funding and networking opportunities and changes to existing EIT and other funding processes and opportunities driving EIT Food growth and strategy.
6. Develop relationships with a range of funding schemes and agencies – understanding their current and future research and innovation priorities, their personnel, application procedures and policies.
7. Deliver training workshops and seminars on EIT funding process, management and reporting and the maximisation of funding opportunities, aspects of applications, writing high quality research and innovation applications, best practice, etc.
8. Work with CLC colleagues and CLC partner leadership to develop new initiatives to improve funding success rates and increase income to the partnership and CLC company. Explore new funding schemes to increase income.
9. Contribute to the preparation of grant performance information and to the analysis of grant statistics in order to inform EIT Food's research and innovation efforts.
10. Support the working of CLC governance in a committee secretarial role and support the participation of the CLC Director in other EIT Food management and governance bodies.
11. Other similar duties as required.

Supervision received

Reporting to the Director of CLC North-West, the post holder will receive one on one support, advice and mentoring on an ad hoc basis. Additional regular supervision meetings will also be held to discuss portfolio of work, general issues arising in performance of duties and ongoing support and professional development requirements.

The post-holder will also receive guidance and direct instruction from time to time from EIT Food's Operations Team in our EIT grant administrative centre based in Leuven, Belgium. This team is responsible for overall EIT Food grant awards and compliance, the aggregation of annual and interim reports and assurance for common quality and content standards in EIT Food's reporting and funding. The post holder will be part of the extended partnership-wide efforts led by the Operations Team to improve processes to benefit our partners' experience and to maintain standards in grant management.

Supervision given

N/A

Contact

The post-holder will work closely with other members of the CLC team and colleagues located in EIT Food's administrative centre in Leuven, Belgium. Occasional travel will be required to maintain good working relationships with this team and to receive training and updates on EIT grant and process management.

Terms and conditions

This post is offered on a full-time permanent basis; however, the company is open to reasonable part-time and/or flexible working arrangements where these are not detrimental to performance in the role.

Occasional overnight travel within UK and internationally may be required from time to time to meet with partners and colleagues based in other EIT Food locations.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent Interpersonal & communication skills • Keen eye for detail • Ability to work effectively as part of a team • Ability to work effectively under pressure and tight deadlines. • Ability to take ownership of tasks, act independently responding to shifting priorities • Ability to progress numerous projects at any one time and to prioritise and manage own workflow. • Ability to influence decision making at senior level. • Ability to use IT systems & software appropriate to the role 	<ul style="list-style-type: none"> • Presentation skills • Facilitation skills
Attainment	<ul style="list-style-type: none"> • Degree in relevant subject or Discipline • Fluent in English 	<ul style="list-style-type: none"> • Higher degree in relevant subject. • Experience of working in a research and/or innovation environment , preferably in agri-food or a publicly funded environment.
Knowledge	<ul style="list-style-type: none"> • Knowledge of European and other research & innovation funding mechanisms including Horizon2020. 	<ul style="list-style-type: none"> • Knowledge of rules and processes for EIT's Knowledge Innovation Communities

<p>Relevant Experience</p>	<ul style="list-style-type: none"> • Experience of supporting the development and/or post-award management EU framework programme research bids • Experience of deadline driven working 	<ul style="list-style-type: none"> • Experience in costing EU research proposals • Project Management experience
<p>Disposition</p>	<ul style="list-style-type: none"> • Able to engage clearly, persuasively and with authority with academics, business colleagues and third parties • Champions best practice and is willing to work collectively to improve process and outcomes. • Proactive in building relationships with colleagues and partners • Supportive and facilitative • Proactively seeks & provides advice & assistance from colleagues and line manager at timely & appropriate points and in a considered and effective manner. 	