

EIT Digital seeks Co-Location Centre Manager in Spain

EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation. EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 140 top European corporations, SMEs, start-ups, universities and research institutes; bringing together students, researchers, engineers, business developers and entrepreneurs in Co-Location Centres (CLC) in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm, Trento, and in its hub in Silicon Valley.

EIT Digital Spain operates from its Co-Location Centre in Madrid. The Spanish partnership consists of eight partners, comprising universities, R&D institutes and commercial companies. The Spanish Node is especially active in the Innovation areas Digital Industry and Digital Cities and hosts business developers from the EIT Digital Accelerator. In the Education area the Node participates in the Master and Doctoral Schools.

EIT Digital is an equal opportunity employer

The Position

The Co-Location Centre Manager has the overall responsibility for the Madrid Co-Location Centre, which means the CLC operations, including administrative/financial, reporting and logistical aspects. The CLC Manager takes the lead in making the CLC a lively and vibrant environment, fostering Education/Research/Business integration and multidisciplinary team cross-pollination, in order to stimulate entrepreneurship in innovation and education. The CLC Manager is also responsible for supporting Node-specific activities and EIT Digital Action Line activities in a collaborative manner with the Node Director and the EIT Digital Action Line Leaders.

The Co-Location Centre Manager reports to the Node Director in Spain. The position is full-time and will be based in Madrid, Spain.

Responsibilities

- Overall operational responsibility of the CLC and its resources
- Align Co-Location policy and support to the EIT Digital strategy and activities
- Engage in the Node Team activities (e.g. CLC internal meetings)
- Facilitate the on-boarding of EIT Digital employees and welcoming of short/long-term visitors
- Planning and management of office spaces and relevant logistic aspects for the CLC (e.g. contracts for rent, refurbishment and IT infrastructures)
- Provide organisational and operational support for the EIT Digital Node and Action Line activities, events and workshops at the CLC, such as Innovation Days, Innovation and Accelerator Initiatives, Education Activities (e.g. Doctoral Training Centres, Summer Schools, Master School Activities, Professional School Activities), Post-Master activities, Call for Proposals related activities
- Provide support to EIT Digital events in the Node external to the CLC
- Collaborate with the other EIT Digital CLC Managers across Europe, including sharing of best practices

Qualifications

- Education: Bachelor/Master degree in a relevant discipline (e.g. Administration, Business, Engineering)
- Work experience: 5+ years of relevant experience; work experience across organisations and/or work experience in an international organisation is a plus
- Experience of managing a team/coordinating with internal and external stakeholders
- Sound understanding of administrative processes, financial and legal matters; experience of administration in EU-funded activities is a plus
- Excellent organisational skills, including logistic aspects
- Experience in events planning, organisation and execution

Languages

- Fluent in English with excellent verbal and written communication skills
- Knowledge of Spanish is highly recommended
- Knowledge of any of the following languages German, Swedish, French, Italian, Dutch, Finnish, or Hungarian is a merit

Development opportunities: Getting exposed to a multinational and disciplined work environment and contributing to a growing and recognised organisation, working in an entrepreneurial and integrated fashion with education, innovation, research centres and business partners.

Contact: Jesus Contreras, Node Director Spain - jesus.contreras@eitdigital.eu

Starting Date: As Soon As Possible

To Apply: Please send a Curriculum Vitae and a Cover Letter by e-mail, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to clcmangermadrid@eitdigital.eu

Applications without a motivation letter will not be considered. Due to the large amount of applications we normally receive, we will only be able to follow up with shortlisted candidates.

Applications should be submitted by January 26, 2018.

