



EUROPEAN U R B A N INITIATIVE

EUROPEAN URBAN INITIATIVE PERMANENT SECRETARIAT

KNOWLEDGE and CAPITALISATION OFFICER

In the European Urban Initiative Permanent Secretariat in Lille
(France)

Short-term contract based in Lille

JOB DESCRIPTION

Reporting to: Knowledge Management and Communication Head of Unit

1. General tasks

The Knowledge and Capitalisation Officer will, under the supervision of the Knowledge & Communication Head of Unit, organise and implement crosscutting knowledge activities and tasks, in close cooperation with members of the Knowledge and Communication Unit and other units.

1. Knowledge Implementation

- Implementation of knowledge activities according to the knowledge management strategy and annual workplan, in coordination with other units and including liaison with other programmes and networks (e.g. URBACT, Eurocities etc.) for dissemination and knowledge activities
- Identification of partnerships to be developed as well as possible synergies with knowledge activities determined
- Coordination of and support to experts and other urban stakeholders for the production of Initiative level “knowledge outputs” (articles, reports, etc.)
- Ensure the dissemination of knowledge outputs, including the design, organisation and delivery of knowledge and dissemination events
- Jointly responsible for the overall coherence and integration of knowledge outputs in Portico, the EUI knowledge sharing platform
- Ensure the coherence and regular update of Portico
- Preparation and follow-up of public call for tenders to outsource some tasks on knowledge activities; drafting Terms of Reference for external service providers and assessing proposals
- Support in the recruitment and management of Experts
- Support to ongoing quality control of Experts’ work and the outputs they produce, in coordination with other units
- Provide input for the preparation and delivery of the current programming period

2. Initiative Communication

- Contribute to the implementation of communication activities, including the Initiative website and Social media content (e.g. update of the website pages and social media accounts) when it relates to knowledge activities and experts’ outputs.
- Contribute to other operational tasks of communication, including production of knowledge materials, the newsletter and editorial tasks
- Contribute to the organisation of events

3. Initiative and Project Implementation

- Contribution to the development and updating of the Initiative (working groups; data collections, studies etc.)
- Contribution to the Initiative Annual Work Programme and other reporting requirements
- Participation in the elaboration and improvement of methodologies, process, tools and templates

4. Additional Tasks

- Other additional tasks of relevance to the position if required

BASIC REQUIREMENTS

- Master's degree or equivalent professional qualification in a relevant field and preferably minimum 3 years demonstrated experience in relation to the job
- Knowledge of the European Structural Funds and of EU institutions and policies, in particular Cohesion Policy
- Knowledge of urban trends and the urban dimension of EU policies
- Ability to manage the production and generation of new knowledge on sustainable urban development
- Research and analytical skills
- Excellent communication, facilitation, technical writing and editing skills
- Excellent organisational and project management skills with a proven track record of delivery, including
- Good team player with capacity to work in a multi-cultural / international and multilingual environment
- Ability to translate strategies into actions
- Proficiency in utilising web tools and content management systems, proficiency in MS Office Suite.
- High level of proficiency and fluency in English with French as an asset
- Flexible approach to work; prepared to travel and work irregular hours

GENERAL INFORMATION FOR APPLICANTS

- Applications should reach the Permanent Secretariat by **Monday 16 June 2024 at 12 noon CET**. We will not consider any application sent beyond that deadline.
- A cover letter should be emailed along with your CV to the following email address only: recruitment@urban-initiative.eu. Those documents should be in English. Please indicate in the subject line of your email the job position for which you are applying.
- An individual email will be sent to all short-listed candidates. Candidates will be expected to confirm their participation to interviews by email return. If candidates have not heard anything by **Friday 27 June 2025**, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.
- It is envisaged interviews will take place by video conference on the **Thursday 26 and Friday 27 June**. Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

Confidentiality

Candidates are reminded that the selection is confidential and that all requests for information in relation to the selection should be emailed to: recruitment@urban-initiative.eu

Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, race, religion or belief, disability, age or sexual orientation will be applied.

Terms and conditions of employment

- The working place is located at the office based in Lille, France
- The position is based on a **contract under French law**.
- Contract will be made between the individual and the GECOTTI-PE (employer), on behalf of the Région Hauts-de-France, Entrusted Entity (EE) of the Initiative.
- The corresponding assignment is based initially on a **short-term contract indicative for 2-3 months** and is expected to start **as soon as possible**.
- Depending on experience, the jobholder will be offered a gross monthly salary starting from **€ 4 239** (around € 3 274 net before income tax).

THE INITIATIVE

1. Background

One of the aims for the delivery of the European Structural and Investment Funds (ESI Funds) for the period 2014-2020 is to promote sustainable urban development. In particular, the European Regional Development Fund (ERDF) may support innovative actions in this area. The Urban Innovative Actions Initiative has been set up to identify and test innovative new solutions to the many challenges faced by urban areas in Europe and draw lessons and share the knowledge captured from the experiments with other urban authorities across Europe.

For the period 2021-2027, the urban dimension of Cohesion policy has been strengthened. The new Policy Objective 'a Europe closer to Citizens' has been introduced to the main policy framework as an enhanced commitment to integrated territorial development and includes a specific objective to foster sustainable urban development. The Pact of Amsterdam, signed in 2016, launched the Urban Agenda for the EU in the frame of intergovernmental cooperation on urban matters. The New Leipzig Charter adopted in November 2020 puts forward a revised vision for sustainable urban development in Europe. In this context the Cohesion policy legislative package for 2021-2027 includes the establishment of a European Urban Initiative (EUI).

2. The UIA & EUI Initiatives

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects were selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution is up to € 5 million per project and 80% of the project budget. In general, the project duration is 3 years, with call topics defined by the European Commission for each call. Projects were selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level. A Knowledge Management Strategy is delivered thematic capitalisation, operational knowledge – capacity building and transfer activities.

For the period 2021-2027, a new European Urban Initiative (EUI) has been set-up, to support cities with innovative actions, capacity and knowledge building, policy development and communication on sustainable urban development.

The overall objectives of the EUI are to strengthen integrated and participatory approaches to sustainable urban development, and to provide a stronger link to EU policies, and in particular to Cohesion policy and investments in urban areas as part of the funding earmarked for these areas under Article 11 of the ERDF/CF Regulation and beyond. The initiative aims to offer coherent support to cities to overcome a landscape of manifold initiatives, programmes and instruments in support of cities under Cohesion policy, and in particular, by maximising synergy and complementarity with the interregional cooperation programme URBACT IV. The EUI also supports the multi-level working of the Urban Agenda for the EU and intergovernmental cooperation on urban matters.

THE ROLE OF THE SECRETARIAT

The Entrusted Entity of the Initiative is the Région Hauts-de-France based in Lille. The Permanent Secretariat assists the Entrusted Entity in the implementation of its tasks and responsibilities and acts as the first entry point for all urban authorities and stakeholders involved in the Initiative activities.