

Brussels, 16 January 2025

Job Description: Project Manager at BEDA (The Bureau of European Design Associations)

Role Overview:

BEDA (The Bureau of European Design Associations) seeks an experienced and motivated **part-time Project Manager** to oversee the implementation and management of various EU-funded projects, particularly under the ERASMUS+, Creative Europe, and HORIZON Programmes. In this role, you will ensure project milestones and deliverables are met, develop partnerships across the European design sector, and drive initiatives that enhance BEDA's research and innovation profile. This is a unique opportunity for a strategic and proactive individual to lead impactful projects that strengthen the design industry's capacity to address critical social, environmental, and technological challenges while shaping its role in Europe's future.

Key Responsibilities:

As a Project Manager, you'll be responsible for the strategic oversight, management, and coordination of project activities. Your primary focus will be to ensure successful project execution, foster effective communication among stakeholders, and ensure the timely achievement of project milestones and deliverables.

Specific responsibilities:

- Monitor the progress of EU-funded projects, ensuring compliance with EU regulations and the achievement of milestones, deliverables, and timelines.
- Organise and manage project activities, identifying potential risks and implementing mitigation strategies.
- Network within the European design and creative sectors, building partnerships and fostering collaborations for future project opportunities.
- Facilitate the development and execution of spin-off projects arising from ongoing project activities.
- Collaborate on EU project activities with partners and stakeholders, ensuring smooth communication and alignment with objectives.
- Prepare and submit accurate, detailed, and timely technical interim and final reports in compliance with EU funding guidelines.
- Develop and implement communication and exploitation strategies to maximise the impact of project results, including translating outcomes into actionable policies.

- Design and execute dissemination strategies to share project outcomes effectively and engage new stakeholders and members within the European creative industries.
- Enhance BEDA's research and innovation profile through strategic involvement in EU-funded projects.
- Contribute to developing new activities and opportunities for BEDA members based on project outcomes and sector needs.
- Occasionally undertake additional duties as the Executive Board assigns, ensuring alignment with the organisation's mission and goals.

Candidate profile

Experience: Demonstrated experience in project management, with a strong focus on partnership development, policy recommendations, and dissemination strategies within the creative and design industries.

Strategic Thinking: Proven ability to think strategically, develop actionable plans, and foster integration and collaboration among partners, leveraging innovative approaches like the lean start-up method.

Communication Skills: Exceptional communication skills to effectively disseminate project outcomes, engage stakeholders, and build strong networks across diverse channels and audiences.

Policy Expertise: Solid understanding of policy development processes and the ability to work with experts to create and communicate actionable recommendations informed by project results.

Collaboration: Proven ability to foster collaboration and engagement among diverse partners and stakeholders, ensuring alignment and shared ownership of project objectives.

Innovation and Adaptability: Comfortable working in dynamic and evolving environments, with a strong commitment to innovation and adaptability to ensure project success.

Educational Background: A degree in a relevant field such as design, project management, or another related discipline.

Business Arrangement

The role is remote on a fixed term (up to 4 years) employment or on a subcontracting basis in the country where you are based. Travelling to specific meetings in various European locations will be required. BEDA will cover travel expenses. BEDA follows a BYOD (Bring your own Device) Policy to access BEDA's Cloud Services and Software Bundles. The legal and payment framework of your employment is within your home country.

Time commitment: min. 0.4 FTE* between 1 March 2025 and 1 March 2029

The time is split between BEDA Office Tasks and EU-funded project MADres. The time you require per month may vary depending on the outlined tasks. It is at your discretion what time and on which days of the week you complete your tasks; however, it must comply with fulfilling the given

deadlines. We appreciate one working day, which is an obligatory work day with the MADres team; besides this, it is under your discretion at what time and on which days of the week you complete your tasks; however, it must comply with fulfilling the given deadlines.

*BEDA defines 1 FTE as 40h per week

Remuneration: Competitive TBD.

Your salary will be paid in Euro.

Why Join BEDA

You'll be at the forefront of shaping the European design landscape, contributing to innovative strategies that drive the design industry's growth. This role offers a unique opportunity to work with diverse partners, influence policy development, and leave a lasting impact on the creative ecosystem in Europe.

If you're ready to take on a challenging yet rewarding role that will influence the future of European design, we'd love to hear from you. Apply now to be part of shaping the future of design in Europe!

To apply, please send your CV, including salary expectations, to office@beda.org by **18th February 2025**.