

The laboratory Institut de Recherche Dupuy de Lôme (IRD L) of the University of South Brittany is recruiting :

A European project manager (M/F)

Context

Within the framework of an INTERREG VA FCE France (Channel) England project, the IRDL project coordinator is recruiting a bilingual European project manager. The FLOWER project brings together 8 partners, including 4 academic laboratories and 4 companies from the industrial sector, with the aim of developing new flax fibre reinforcements for the composites industry (nautical, automotive and point-of-sale advertising sectors). The project will run for 4 years (51 months).

Missions

Placed under the scientific coordinator of the collaborative project, the European project officer will assist the latter in the implementation, monitoring and coordination of the project. His/her duties will cover a range of tasks related to organisational, administrative and financial aspects as well as the strategic aspect and the animation of the consortium. In addition, he/she will assist in the communication activities related to the project.

Activities

Animation of the projet and communication :

- Interface for the laboratory between the coordinator and the partners
- Develop and implement the management tools necessary for the management of the project (retro-planning, collaborative exchange platform, etc.)
- Supporting the scientific managers in charge of implementing the project's communication activities
- Design and management of the website
- Ensure the visibility of the project to the scientific community and the general public
- Implement internal (dissemination of information, etc.) and external (drafting of press releases, newsletter, etc.) communication actions
- Organisation of meetings set up in the framework of the project
- Organisation of communication events (seminars, conferences, etc.)Faciliter les séjours d'échanges de chercheurs entre la France et l'Angleterre

- Ensure the link with the competitiveness clusters for valorisation actions
- Interface with the European Commission and in particular the Interreg VA FMA programme (Joint Secretariat)

Administrative and Financial management of the project:

- Monitor the progress of project activities against the work plan
- Assist the laboratory on the administrative and financial aspects of the project, control the application of the rules and procedures specific to the INTERREG V A France (Channel) England programme
- Follow up the contractual and financial deadlines (deliverables, participation in the drafting of activity reports, budget monitoring, collection and synthesis of financial documents for payment requests)
- Assist in the management of orders and the execution of researchers' mission orders
- Archiving project documents kept in the laboratory in the event of an audit by the funder

Skills

- Knowledge of the European institutional environment and of the EU administration and the organisation of research in France and in Europe;
- Knowledge of European research programmes and their instruments;
- Fluency in English is essential (written and oral)
- Mastery of office automation tools (word, excel, powerpoint, etc.)
- Mastery of communication tools (setting up and managing websites, newsletters, etc.)
- Mastery of current management methods: identification of tasks according to objectives, drawing up a schedule and retro-planning, prioritising tasks, carrying out or monitoring the carrying out of tasks within a given timeframe
- Ability to synthesise, popularise and apply European administrative procedures
- Strong autonomy, organisation, rigour and reactivity
- Ability to take initiatives and responsibilities
- Ability to work in a team and in a multicultural context
- Dynamism, strength of proposal, adaptability

Professional context and environment

The project manager will be located in the IRDL laboratory in Lorient (56).

Plan several travels in France and abroad

Monthly gross remuneration: according to grids and experience

Level of training: Degree : BAC + 5 or equivalent, training in European project management or in research promotion

Desirable training and professional experience: Experience in the management of European and/or international projects appreciated

Contract duration: 51 months fixed term contract

Provisional starting date: 01/02/2018

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