



PERMAMENT SECRETARIAT RECRUITMENT

Call for a long-term contract

PARTNERSHIPS AND COMMUNICATION OFFICER

In Lille (France)

Reporting to: Knowledge Management and Communication Coordinator

1. General tasks

- General organisation and implementation of the support to the Urban Agenda for the EU partnerships, including the coordination of related communication activities
- Organisation and support of the network of the Urban Contact Points
- Delivery of other Initiative level communication activities

2. Initiative Implementation

- Contribution to the development, implementation and updating of the Initiative (meetings, working groups; studies, data collation and analysis etc.) on all issues related to the support to the Urban Agenda for the EU and also in view of ensuring a coherent value-chain with other Initiative activities
- Contribution to the development, implementation and updating of the Initiative related to the network of the UCP
- Contribution to the development and implementation of a 'technical coordination mechanism' with the Urbact programme to ensure joint working and synergies in the Urban Agenda for the EU activities and urban contact points activities.
- Coordination, preparation and follow-up of public calls for tenders in support of Urban Agenda for the EU and urban contact points activities
- Contribution to the publicity, communication and dissemination of the Initiative in a strategic way at all stages of the Initiative lifecycle, in coordination with the communication officer
- Contribution to the delivery of other Initiative level communications activities such as events and publications.

3. Communication, expertise and technical support to the Urban Agenda for the EU

- Development of the UAEU Partnerships support framework in agreement with the European Commission
- Organisation and coordination of the support to UAEU Partnerships for their delivery and expertise needs, including specific support in defined cases (e.g. to secure the participation of members in the Partnership, specific communication and outreach activities, surveys, webinars...)
- Communication on overall work and deliverables (newsletter, social media accounts, publications, dedicated web-pages, dissemination of outcomes/results) and organisation of internal communication (newsletter for partners, Coordinators' meetings, facilitate bilateral contacts);
- Establishment of reporting and evaluation system dedicated to the implementation of the Urban Agenda for the EU
- Preparation of the progress reports on the UAEU support and for the EUI participation to the relevant intergovernmental meetings concerning the UAEU
- Implementation of capitalisation and dissemination activities, in coordination with EUI capitalisation activities and via the EUI Knowledge Sharing Platform, the UCP, also in

synergy with URBACT, Article 11 implementation, and beyond (other EC initiatives and national and/or regional, local levels)

- Organisation of the expertise support for revising or developing urban themes and for launching of partnerships and related delivery modes

4. Network of Urban Contact Points (UCP)

- Development of the Terms of Reference for the UCP network that describes the scope and tasks of the UCP network
- Organisation of the contracting of UCP
- Organisation of the activities of urban contact points, ensuring an ongoing flow of EUI related content between the EUI and UCP
- Support of the UCP with the elaboration of their annual workplans in coordination with National authorities,
- Validation and monitoring of UCP activities, workplans and budgets
- Monitoring of the budget allocated to urban contact points in coordination with the unit coordinator and administrative and finance unit (including collecting and validating invoicing and related activity reports)
- Ensuring the synergies with National URBACT Contact Points

5. 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 with minimum 5 years demonstrated experience in relation to the job;
- Knowledge of EU institutions and policies, in particular Cohesion Policy;
- Knowledge of the European Structural Funds Regulations;
- Knowledge of urban trends and the urban dimension of EU policies;
- Excellent organisational and project management skills with a proven track record of delivery
- Good team player with capacity to work in a multi-cultural / international and multilingual environment;
- Ability to translate strategies into actions;
- Excellent communication, facilitation and drafting skills;
- Computer literate;
- 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 **Thursday 28 April 2022** 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@uia-initiative.eu. Those documents should be in English and/or French. 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. Due to the large amount of applications expected, if candidates have not heard anything by **Friday 13 May 2022**, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.
- Interviews will either take place by video conference or in our offices located at: Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France, and are foreseen on the week commencing **Monday 16 May 2022**. 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@uia-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 on long-term contract and is expected to start **as soon as possible**.
- The jobholder will be offered a gross monthly salary starting from **€ 3922** (around € 3029 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 delivering thematic capitalisation, operational knowledge – capacity building and transfer activities.

For the period 2021-2027, a new European Urban Initiative (EUI) will be 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 the current 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 will also support 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.