

Programme Coordinator SUNERGY (1.0 FTE)

Job description

As a Programme Coordinator, together with the SUNERGY Coordinator and Deputy Coordinator, you are responsible for developing, coordinating and implementing the strategic plan of the SUNERGY consortium. Your main objectives are to:

1. ensure smooth and efficient management and communication within the SUNERGY community;
2. build large community/pan-European platforms (research, industry, funding organizations, other relevant stakeholders) and
3. develop & maintain relations with key stakeholders.

Your key tasks include:

- developing and updating the SUNERGY overall strategy and monitor progress;
- supporting the internal coordination of SUNERGY; such as setting-up/organizing internal meetings and facilitating internal communication between SUNERGY partners and bodies (Executive Board, Industry Board...);
- supporting the preparation of research proposals for funding (additional dedicated resources to be foreseen to write proposals);
- managing budget;
- developing and updating the community building strategy and plan (in close collaboration with coordinator and with the input of partners);
- developing and updating mapping of relevant stakeholders for community building (including coordination of input on relevant contacts from partners);
- developing and maintaining contacts/coordinating contact programme - including meetings preparation and follow-up, coordination with partners for preparation (including on messages) and attendance and attend meetings (if appropriate);
- coordinating initiatives to consult, communicating and engaging with stakeholders - through e.g. online meetings, open or dedicated consultations (in close collaboration with partners and Communication Officer);

- › coordinating SUNERGY partners for the development of governance model/structure and constitution of partnership (once funding instrument is defined) in close collaboration with the SUNERGY Coordinator and Deputy Coordinator.

You will be working together with a Project Leader and Liaison Officer to support the SUNERGY Coordinator and Deputy Coordinator, and the various boards, and you will also take care of internal and external communication and periodic reports.

Qualifications

SUNERGY is looking for a result and solution oriented organizer. As an expert organizer you support the SUNERGY board with strategic developments and facilitate community formation within the consortium and beyond. The new SUNERGY Programme Coordinator has a hands-on, flexible, convincing and "getting things done" mentality.

We are interested in hearing from you if you have:

- › an academic working and thinking level and preferably 2 years of work experience in a relevant position;
- › a scientific background. Knowledge of or demonstrable affinity with chemistry and/or related science is an advantage;
- › relevant work experience in coordinating complex collaborations with a good sense of political and administrative relationships in the European Union and knowledge of and experience with the structure and general functions of the EU and EC;
- › excellent spoken and written command of the English language, good communication skills and a service attitude, a positive and enthusiastic style of communication;
- › outgoing and proactive attitude with good people skills;
- › decisiveness in coordination and monitoring of activities and processes;
- › the drive and ability to quickly familiarize yourself with new subject matter.

Offer

- › a varied position in an academic and dynamic environment;
- › a full-time appointment for one year, with the prospect of an extension with a maximum of three years in total in the event of a positive evaluation of performance;

- › depending on your experience and training, the gross monthly salary ranges between €2,709 (scale 10) and €4,970 (scale 11 according to Collective Labor Agreement (CAO) Dutch Universities);
- › you receive 8% holiday pay and a year-end bonus of 8.3%;
- › We also offer good pension provisions, partially paid parental leave, development opportunities, and flexible employment conditions (good leave arrangement).

More information about UU jobs can be found [here](#).

About the organization

SUNERGY is a consortium, created by the merger of the two Coordination Support Actions funded by the European Union under the FET-Flagship CSA scheme in 2019. This multidisciplinary team of scientists aims to set up a long-term research programme to provide a solution to the following 3 grand challenges of our time:

- › storage of renewable energies as liquid fuels and chemicals;
- › production of basic chemicals for the industry and agriculture without the use of fossil resources;
- › negative CO₂ emission technologies,

by using abundant and ubiquitous molecules (H₂O, N₂, CO₂) as feedstock, renewable energy sources (e.g. sunlight, wind) and an overarching circular economy approach. The initiative is coordinated by Utrecht University, with the French Alternative Energies and Atomic Energy Commission as Deputy Coordinator and counts ~40 partners overall in the EU and beyond. SUNERGY is working out a strategy for its long-term funding from national and European sources with the ultimate goal of giving Dutch and European academics the opportunity to work on important scientific issues in collaborative partnerships, creating the conditions for innovative, ground-breaking and multidisciplinary research into catalysts for a more sustainable energy supply. SUNERGY is currently funded by Utrecht University and the partner institutes.

At the [Faculty of Science](#) there are 6 departments to make a fundamental connection with: Biology, Chemistry, Information and Computing Sciences, Mathematics, Pharmaceutical Sciences and Physics. Each of these is made up of distinct institutes which work together to focus on answering some of humanity's most pressing problems. More fundamental still are the individual research groups – the building blocks of our ambitious scientific projects.

At Utrecht University, we work together towards a better future for all of us. With more than 7,000 members of staff, we provide socially relevant research and high-quality education. The university is an actively involved and committed part of our society, with the added value of an open mind about societal issues. We collaborate with other (international) universities, trade and industry, the authorities, the cultural sector and societal organisations. Working at Utrecht University means working at the best university in the Netherlands.

Additional information

If you have any questions, please contact Martina Rádli via M.Radli@uu.nl.

Questions about the application procedure? Send an email to science.recruitment@uu.nl.

Apply

Everyone deserves to feel at home at our university. We welcome employees with a wide variety of backgrounds and perspectives. If you have the expertise and the experience to excel in this role, please respond via the “Apply” button, enclosing:

- a letter of motivation;
- a curriculum vitae;
- names, telephone numbers, and email addresses of at least two references.

If this specific opportunity isn't for you, but you know someone who may be interested, please forward the link to them.

The application deadline is

31/03/2020

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