

	DEPARTAMENTO DIRECCIÓN GESTIÓN PERSONAS	www.leitat.org
	SELECCIONAMOS A:	
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PROPOSAL PROMOTER AND WRITER FOR CIRCULAR & BIO ECONOMY

Established in 1906, Leitat is a technological center whose mission is to manage technologies to create and transfer social, environmental, economic, and industrial value to companies and institutions by means of R&D&I. Leitat works with more than 45 countries and develops over 215 projects annually in the fields of circular economy, biotechnology, bioeconomy, health, advanced materials, industrial chemistry, renewable energies, and new production processes. Leitat is strongly committed to over 1500 customers that benefit from our creative and innovative solutions.

We are currently looking for a *PROPOSAL PROMOTER AND WRITER FOR CIRCULAR & BIO ECONOMY* to be incorporated in the Promotion & Management team. This person will closely work with researchers and area managers on the definition of the strategy of the center, promote Leitat's capacities as well as consortium and proposal building, mainly for Horizon Europe to foster collaboration among different entities to carry out R&D&I activities. In this sense, this position requires a high learning level as well as cross-fertilization of ideas and experience among multidisciplinary professionals. We highlight enthusiasm, improvement, and respect among Leitat values. We are looking for a person that could bring professionalism, positivity, honesty, integrity, innovation, and resilience.

Job Description

Networking and proposal writing.

- Analysis of Work Programs, topics, EC documents, regulations, technology platform documents and research agendas.
- Organisation and leadership of brainstorming and concept development.
- Partner search and consortium building.
- Drafting proposal budgets according to EC requirements and funding rules.
- Organisation and leadership of proposal preparation meetings.
- Writing and leadership of proposals and defining roles allocated to people involved and setting schedule and deadlines.
- Internal evaluation of proposals.
- Working closely with consultancies and ensuring the quality of submitted proposal.
- Submission of proposals to the funding bodies.
- Identify collaboration opportunities for the Group entities assigned and funding opportunities for the initiatives of the group.
- Represent Leitat in European platforms and other thematic and strategic events and conferences.
- Contributing to defining the strategy and priorities of Leitat within the Circular & Bioeconomy area and promote the capacities and activities of Leitat within this field.
- Establish and maintain strong relationships with key players.

Education:

Bachelor of Science (BS) - (Environmental Science, Chemistry, biology, biotechnology or others) or Engineer and MSc or PhD in Environmental Science, Environmental engineering, Chemistry, Biology. Master in European Studies or European project management will be positively evaluated.

Candidate with background in environmental technologies (agriculture, food, bioeconomy, waste/water technologies, raw materials recovery, biotechnology and/or circular economy) will be beneficial.

Experience:

- Knowledge of EU funding programmes.
- Proven experience in successful writing, submission, and management of EU proposals/bids.
- Proven experience in coordinating H2020 and/or Horizon Europe proposals/bids.

- Experience in sourcing relevant market data for developing and managing proposal submissions from concept to implementation with major focus on market exploitation.
- Understanding of the administrative and financial rules (mainly for Horizon Europe).
- Knowledge on technology transfer and commercialization as well as international experience will be positively evaluated.
- Experience in consultancy will be positively evaluated

Competencies and abilities:

- Demonstrably high levels of accuracy.
- Excellent interpersonal and communication skills.
- Proven ability to work under pressure and tight deadlines.
- Ability to work independently and in teams.
- High motivation and discipline.
- Excellent writing skills to build high quality proposals.
- Strong expertise in writing non-technical sections including innovation potential, impact, exploitation strategies with feasible business cases and implementation aspects.
- Networking.

Languages:

Advanced English level is a must. Spanish or other EU languages will be positively evaluated.

Software:

High command of MS Office (Word, Excel).
Experience using CRM tools will be an asset.

Location:

Barcelona.

Do you still hesitate to apply? Here is what we offer:

- Work in an attractive environment in sunny Barcelona (we can provide help with a potential relocation).
- Become part of a unique innovation ecosystem involving start-up incubators, cutting-edge technologies, and highly equipped labs.
- Start immediately and enjoy flexible working hours.
- This is a hybrid position, work partly from home if you like.

*Please attach your cover letter.

