



Project Manager and Proposal Writer

Location: Brussels

Hours: Full time

Experience required: 2-3 years

Starting date: As soon as possible

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels. We are specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications. We have in-depth expertise in energy, environment, climate, and mobility.

Our Projects team has extensive expertise in writing, managing, coordinating, implementing, and monitoring EU-funded projects, acting as a partner, and supporting companies in accessing EU funded R&I schemes. We provide our clients with complete range of services, from proposal writing, consortium building to full project management.

We ensure a complete administrative support and, thanks to our network, a smooth and successful consortium building processes as well as support in identifying experts.

Our People

We are a multinational and multilingual team of consultants coming from different backgrounds, sectors, and disciplines. We are committed to offering our clients fresh strategic thinking and excellent networks.

Position summary

Under the supervision of the Project Management Team Leader, the Project Manager and Proposal Writer will support the work of the project team in the planning, organisation and follow-up of the proposal and project activities, in accordance with the work plan and co-operation with the partners and stakeholders.

This position offers a great opportunity to gain valuable work experience in project management, proposal writing and consultancy in the fields of EU Energy and Environment affairs.

Main Duties

- Write and submit proposals under EU funded programmes (Horizon Europe; CEF; Innovation Fund); Participate in partner search and consortium building;
- Management of several projects funded or co-funded by the European Commission;
- Managing CLERENS consultants and project assistants involved in the projects of your portfolio;

- Coordinating with partners in organising project tasks and deliverables;
- Collecting and analysing information, documentation and data;
- Drafting reports, presentations and other material
- Support Project Manager and Communication Officer in organising events and work meetings;
- Participating in various communication tasks;
- Monitor the progress of the projects and ensuring compliance with European rules for project implementation;
- Attending and reporting on project meetings;
- Encode and file all the financial documents such as reports, reimbursement forms, invoices, credit notes and contracts.
- Ensure recording of technical progress, including Timesheets;
- Liaising with relevant experts and stakeholders;
- Preparing, managing and updating the website, databases and mailing lists;
- Performing various administrative tasks linked to the project;
- Active contribution to day-to-day operations.

Requirements and Competencies

- A minimum of 2-3 years of previous relevant experience in managing EU funded projects;
- Track records in management of EU funded projects and successful application to EU funding schemes or tenders;
- University or advanced degree;
- Good Knowledge of EU funding programmes (such as Horizon 2020, if possible ERDF, LIFE and CEF...), Grants and Procurement notices (service contracts) and project management and implementation;
- Previous experience in energy, environment etc. sector is an asset;
- Strong interest in energy storage technologies, applications, and role in the broader energy system;
- Capacity to collect, organise and analyse quantitative and qualitative data.
- Fluency in English is necessary; any additional European languages (German, French, etc.) are an asset.
- Ability to communicate effectively, both orally and in writing;

- Proficiency in MS Office applications and Internet is a must, acquaintance with other software is a strong advantage;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Organised and meticulous, proactive, positive attitude, flexible, team player.

We Offer

- The opportunity to work for a fast-growing company and associations promoting cutting-edge technologies to support the energy transition;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving energy sector;
- A remuneration package suited to your experience.

Please send a cover letter and CV (max. 1 page each – due to the expected high number of applications longer applications might not be taken into account) by email in English at jobs@clerens.eu noting “CLERENS Project Manager and Proposal Writer” in the subject line.

Please mention whether you have a work permit valid in Belgium in your cover letter. Only short-listed candidates will be contacted for an assessment which may include a written test and/or an interview.

Be aware that applications are reviewed continuously upon arrival, therefore sending applications as soon as possible is advisable. The successful applicant is expected to start in July – August 2021 (or asap).