

## **Job announcement**

### **EVENTS OFFICER**

#### **for the URBACT IV programme**

The Joint Secretariat of the URBACT IV programme is looking for a creative **Events Officer** to organise and deliver large-scale, 'out of the box', impactful and memorable in-person, virtual or hybrid events mainly for representatives of European cities.

### **1. About the URBACT IV programme**

Since 2002, the European Territorial Cooperation programme URBACT, has been driving change all over Europe by enabling the cooperation and idea exchange amongst cities within thematic networks, by building the skills of local stakeholders in the design and implementation of integrated and participatory policies, and by sharing knowledge and good city practices.

URBACT is currently in its 4th programming period (URBACT IV 2021-2027) and is co-financed by the European Regional Development Fund (ERDF) with a budget of EUR 79 769 000. More information about the programme is available on [www.urbact.eu](http://www.urbact.eu)

URBACT main beneficiaries are cities (municipalities, metropolitan authorities, agglomerations) from European Union, the partner states (Swiss, Norway) and from countries benefitting from the Instrument for Pre-Accession like Albania, Bosnia-Herzegovina, Montenegro, North Macedonia, and Serbia.

URBACT IV offers to cities:

**Networks:** an URBACT network is a safe space for a group of cities from different countries that face similar challenges to share experiences and to develop long-term solutions, within a tailored methodological framework that can last up to three years.

**Capacity-building:** URBACT is widely recognised for building the skills of city staff and stakeholders in designing and implementing integrated policies in a participatory way. Capacity-building activities include trainings and workshops: the **URBACT Universities**, the National Campus, but also online interactive sessions that showcase practical tools to be used in a collaborative way. You can find out more about URBACT's capacity-building offer at [urbact.eu/capacity-building](http://urbact.eu/capacity-building)

**Communication and Knowledge dissemination:** URBACT promotes the latest thinking, good practices and policy recommendations on European urban trends.

The experience and case studies come from the URBACT Networks, lighthouse cities and strategic partnerships. URBACT's insights are gathered in the Knowledge Hub ([urbact.eu/knowledge-hub](http://urbact.eu/knowledge-hub)) and are shared through URBACT landmark large-scale event since 2015, the [URBACT City Festival](#).

## 2. URBACT's governance structure

The **European Commission** (Directorate General for Regional and Urban Policy) oversees URBACT and guarantees that activities continue to play a key role in the EU Cohesion Policy.

The **Monitoring Committee**, which is represented by the EU Member and Partner States, the European Commission, IPA Countries, the European Committee of the Regions and the Council of European Municipalities and Regions, defines the strategic direction of the URBACT programme and takes decisions about activities to be implemented.

The **Managing Authority**, hosted by the French National Agency for Territorial Cohesion (Agence Nationale de la Cohésion des Territoires-ANCT) based in Paris (FR), is in charge of the management of the URBACT programme. ANCT is a national public administration responsible with the implementation of the national city policy (*politique de la ville*) aiming to reduce development gaps within cities.

The **URBACT Joint Secretariat**, based in Paris (FR), implements the decisions taken by the Monitoring Committee. The Secretariat designs and delivers activities related to the objectives of the URBACT Programme. The members of the Secretariat are contracted by Agence Nationale de la Cohésion des Territoires (URBACT's Managing Authority).

## 3. The capitalisation & communication unit in the URBACT Secretariat

The capitalisation & communication unit is in charge of the implementation of the communication and knowledge strategy of the programme and of delivering to the programme indicators on 'number of participants in programme-level events aimed at knowledge sharing', as well as on "number of people with increased URBACT knowledge due to their participation in programme level events aimed at knowledge sharing".

The unit is comprised of the Head of Unit, one Communication Officer, one Partnership Officer in charge of the coordination of National URBACT Points, one Capitalisation & Communication Officer in charge of knowledge activities (policy hubs, thematic publications and activities, etc), and soon of the events coordinator.

## 4. Events as part of the URBACT communication and knowledge strategy

The programme offers city practitioners, experts, decision-makers and local stakeholders several opportunities to meet each other, exchange and learn. Almost every year, a broad-spectrum event at EU level is held for more than 500 participants, either an **URBACT University** or an **URBACT City Festival**. Both events are usually organised in the country that holds the presidency of the Council of the European Union. The preparation of each event begins almost a year before the delivery of the event and requires great organisation and coordination. The following large events are expected to place in the coming years: An e-University in 2024, an URBACT City Festival in spring 2025, an URBACT City Festival in spring 2026, an URBACT University in spring 2027, an URBACT City Festival in 2028 and perhaps in 2029 too.

The programme and activities of both events are designed in a collaborative way with the Secretariat, experts, and when relevant with the URBACT's external communication agency.

The **URBACT City Festival** is an EU event open to all urban policy stakeholders in Europe. Much more than a conference, the City Festival is a celebration of cities and an inspiring opportunity to exchange ideas on different topics, spark new partnerships and raise awareness about current urban trends and challenges.

The **URBACT University** is a large-scale training, reserved for URBACT beneficiaries, aiming to strengthen the capacities and skills of practitioners, decision-makers and local stakeholders in cities to support their URBACT journey.

The URBACT Secretariat is committed to organise events with the less carbon footprint possible.

## 5. Role of the Events Officer

Under the supervision of the Head of Unit Communication and Knowledge, the events officer will:

- A. **Organise and deliver major events in-person, online, or hybrid**, in particular large events as mentioned above and others that may be decided in the course of the URBACT programme
- B. **Contribute to URBACT's communication activities**
- C. **Contribute to the implementation of the URBACT programme**

## Missions and tasks:

### A. Event organisation

- Keep a timeline of all programme events until the end of URBACT IV;
- Plan the organisation of major communications events as outlined above with Gantt Chart or other planning tools;
- Identify locations and venues that can host the URBACT events following specifications and needs;
- Identify suitable digital formats responding to the needs identified should the event be digital;
- Organise taskforce meetings with members of the URBACT Secretariat, experts, and when relevant URBACT's external events agency, to co-design the content and format of the event;
- Draft communication campaigns for the events ;
- Steer and coordinate with the URBACT's external events agency that contributes to the delivery of the event (with logistics, graphic identity, renting venue, etc);
- Coordinate with other external service providers linked to the organisation of the events;
- Follow up the logistics, graphic identity, internal and external communication;
- Ensure smooth, timely and reliable communication within the team, with other technical teams and with event participants;
- Make sure that the URBACT events are as low carbon as possible and keep record of the carbon impact of events over time;
- Make sure that the budget set for each event is respected;
- Report to the Head of Unit about progress made in the organisation of events and brief the members of the URBACT Secretariat about state of play;
- Report on the events' activities and results to the URBACT Monitoring Committee, the Presidency of the EU council when requested;
- Produce news/communication materials for the URBACT website and other digital channels on the activities and results of each event once it's over;

### B. Contribution to the programme communication activities

In addition to events, the successful candidate can be requested to contribute the programme's communication activities, and in particular to:

- Contribute to external events with submission of applications, stands, etc. (for example European Week for Regions and Cities);

- Design of visuals (GIFs, short videos, infographics) for communication materials for the programme activities (events, publications, presentations of the programme);
- Draft articles for the URBACT programme to present different activities;
- Present the URBACT programme and activities to external events;
- Support URBACT beneficiaries and National URBACT Points in the organisation of their local, network, and national events (with training workshops, online presentations, guides, tools, etc);
- Support the members of the URBACT Secretariat in the organisation of small-scale meetings with the URBACT beneficiaries or National URBACT Points;
- Contribute to the conception of communication and knowledge activities and events (for example policy labs);
- Support with the implementation of social media strategy;
- Moderate or facilitate workshops or panels.

### **C. Programme implementation**

- Contribute to the preparation, implementation and follow up of the decisions of the URBACT IV Monitoring Committee related to communication activities;
- Monitor the events' budget
- Meet and monitor the output and results indicators set in the URBACT IV cooperation programme, such as: 'number of participants in programme-level events aimed at knowledge sharing" and number of people with increased URBACT knowledge due to their participation in programme level events aimed at knowledge sharing".
- Report to the URBACT Monitoring Committee about the progress on events two or three times per year, with written and oral presentations.
- Contribute to the production of the annual implementation reports in accordance with European Commission requirements
- Fulfil other competence-related duties assigned by the Director/Head of unit as resulting from the mission and needs of the URBACT programme.

## 6. Required Profile

### Qualifications & experience

- A degree in communications and/or events organisation;
- At least 2 years of experience in organizing large-scale events, preferably in a European or international environment;
- Experience using online project management and brainstorming tools;
- Project management experience, coordinating and negotiating with external suppliers;
- Excellent knowledge of Microsoft Office and the ability to learn new systems rapidly;
- Experience in another EU programme will be an advantage, as well as knowledge of EU communication rules, EU institutions, urban affairs;
- Experience with graphic design (Adobe InDesign, Illustrator, Photoshop, Canvas, etc) and ability to produce in-house graphics will be an advantage.

### Languages

- Fluency in English (both written and spoken)
- Knowledge of French or other EU languages is appreciated.

### Skills and abilities

- Excellent communications skills (both oral and written);
- Excellent organisation skills;
- Excellent coordination and negotiation skills;
- Creativity, thinking 'out of the box';
- Attention to details;
- Excellent event project management skills;
- Ability to work with people from different countries and cultures;
- Team player;
- Capacity to work in an autonomous way;

- Ability to handle multiple tasks and deadlines, and work well with others in a fast-paced environment. Should be able to organise and prioritise own work with limited supervision;
- Availability for frequent travels across Europe, subject to public health restrictions.

## 7. Additional information

### Confidentiality

Candidates are reminded that the selection process is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

### Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### Salary and benefits

The proposed hiring salary will be based on successful candidate's experience.

Benefits include discount prices at ANCT canteen, complementary health insurance, reimbursement of public transport pass for Île-de-France and/or soft mobility.

### Employer

URBACT staff are employed by the French Agency for the Cohesion of Territories (Agence Nationale de la Cohésion des Territoires). The contract can be a private contract or a public contract under French law.

### Working place

the URBACT Secretariat regularly works at the:  
Agence Nationale de la Cohésion des Territoires  
20 avenue de Ségur  
75007 Paris

Under current rules, teleworking is allowed for a maximum of 3 days/week.

### Contract starting date and duration

Working at the Joint Secretariat should start as soon as possible. The contract is of undetermined duration. The trial period duration is four months.

### Submission of Applications

Interested candidates are invited to **send their applications in English, including a Curriculum Vitae (Europass format), and a cover letter** outlining their relevant experience, what motivates them for the job and first considerations for organising a large-scale training event online.

Supporting documents such as diplomas or references might be requested on demand.

Shortlisted candidates will be invited to conduct an exercise followed by an interview, preferably in Paris.

Applications should be sent by email to **Jenny Koutsomarkou, Head of Unit – Capitalisation and Communication** at [j.koutsomarkou@urbact.eu](mailto:j.koutsomarkou@urbact.eu) and [recrutement.anct@anct.gouv.fr](mailto:recrutement.anct@anct.gouv.fr).

### Deadline for application and recruitment procedure

Applications must be submitted before **28 May 2023 at midnight CET**.

Face-to-face and/or remote interviews may be arranged with a small number of pre-selected candidates. Interview dates will be communicated to the relevant applicants at a later stage.