

Job announcement

Strategic Programme Development Lead Officer for the URBACT IV programme

The Joint Secretariat of the URBACT IV programme is looking for a creative **Strategic Programme Development Lead Officer** to inspire and contribute to the development and implementation of URBACT programme capacity building and knowledge activities.

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 and by the Instrument for Pre-Accession Assistance with a budget of EUR 5 000 000. More information about the programme is available on www.urbact.eu

URBACT main beneficiaries are cities from Europe (municipalities, metropolitan authorities, agglomerations) 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 activities at 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) and are shared through URBACT landmark large-scale event since 2015, the [URBACT City Festival](http://urbact.eu/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 URBACT Secretariat

The URBACT Secretariat is composed of 18 people and is administratively attached to the National Agency for Territorial Cohesion, the URBACT Programme Managing Authority.

The role of the URBACT Secretariat is to implement and manage the Programme on behalf of the Managing Authority (ANCT), the European Commission and the participating States (27 EU Member States, Switzerland and Norway).

To this end, the Secretariat creates and supports city networks, recruits experts, organises and facilitates training and exchange sessions, implements the knowledge and communication strategy and manages the programme's budget.

4. Role of the Strategic Programme Development Lead Officer

General description of the position

- Report to the Programme Director;
- Collaborate closely with the Heads of Unit and other Joint Secretariat staff in the identification, definition and implementation of the programme capacity building offer consisting of networking, capacity building and knowledge activities (such as update of the URBACT toolbox, organisation of URBACT Universities at EU level, National Campus, online trainings, etc);
- Participate in the elaboration, implementation and revision of specific strategies including methodologies, tools and activities related to programme activities;
- Design and support organisational development and capacity building with specific trainings for projects team members, beneficiaries and service providers involved in implementation of URBACT activities;
- Deliver trainings and capacity building activities;

- Exchange and coordinate, where relevant, with other programmes, initiatives, institutions delivering capacity building to urban practitioners and policy-makers.

Main Tasks

To draft and implement the programme capacity-building strategy in synergies with all programme strands of activities;

- To conduct the needs assessment, trendspotting and beneficiary market analysis in order to build up the programme capacity building offer;
- To contribute to the design and/or update methodologies, tools, curricula and concept for networking, capacity building and knowledge activities;
- Supervise the proper use of expertise at network and programme level. This includes managing the Call for the URBACT Pool of experts;
- Provide effective supervision of the programme activities and ensure that those are conducted in line with international standards and best-practices;
- Development of knowledge development process, connecting the three strands of the URBACT programme on networks of cities, capacity building and knowledge;
- To support drafting the terms of reference for external services, assessing offers, and coordination of selected service providers of capacity building and knowledge activities, where requested;
- To support monitoring and progress review in the implementation of programme activities, including design of evaluation frameworks;
- Monitor capacity building actions and tools for urban practitioners and policy makers outside of the URBACT programme;
- Contribution to communication activities for capacity-building events and outputs;
- Liaison with Knowledge and Communication Officer to ensure complementarities or joint projects for knowledge and capacity-building.

Design and support organisational development:

- Facilitate development of the lessons learned, best practices and knowledge management relevant for the URBACT programme intelligence and capacity development;
- Coordinate the implementation of programme transformational strategies (e.g. on digital transition, green and sustainable approach);
- Coordinate, organize, and deliver trainings for URBACT team members for proper delivery of programme activities in line with programme's cross-cutting objectives related to sustainable transformation, gender/ diversity issues and digitalization;
- To organise and deliver trainings and capacity building activities to programme beneficiaries, other stakeholder and service providers where appropriate.

External exchange and cooperation

- To coordinate with European Urban Initiative (EUI) in ensuring complementarity of the capacity building activities offered by URBACT programme and EUI;

- Carry out benchmarking of capacity-building and training policies and tools developed outside of URBACT for urban practitioners and policy-makers and identify synergies for possible strategic partnership;
- Participate and represent URBACT programme in relevant events when appropriate.

Programme Implementation

- Contribute to monitoring the Programme indicators (result indicators, output indicators at programme level, performance review information, etc.);
- Participate in the organisation of the Monitoring Committee meetings;
- Participate to the preparation of the annual implementation report;
- Contribute to the implementation of the Programme evaluation plan;
- Contribute to the development of programme activities supporting beneficiaries from Pre-adhesion countries;
- Fulfil other competence-related duties assigned by the Director as resulting from the mission and needs of the URBACT programme.

5. Required Profile

Education

Master Degree or similar university degree in any field of relevance to the above tasks.

Professional experience:

- At least 5 years experience in urban development and any related matters;
- Experience in designing and/or delivering trainings and capacity building;
- Knowledge of the EU Cohesion Policy and experience in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional cooperation;
- Some management/coordination experience desirable;
- Experience in working with Local and City level stakeholders.

Languages:

- High level of proficiency and fluency (spoken interaction and spoken production) in English;
- Knowledge of French or other EU languages is appreciated.

Know-how and tools:

- Excellent writing and editing skills
- Excellent oral presentation skills with the ability to present complicated information in a coherent manner

Interpersonal skills:

- Capacity to work in an international environment;
- Excellent organisation, communication, diplomacy and interpersonal skills

- Excellent coordinating and leadership skills including both team and finance/project management;
- Flexible approach to work;
- Accuracy and assertiveness
- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities
- Willing to travel in Europe (frequently)

6. 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 URBACT 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 and what motivates them for the job.

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 **Teofil Gherca, Director of URBACT programme,** at t.gherca@urbact.eu and 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.