

Interreg Europe Policy Learning Platform



Interreg
Europe



Co-funded by
the European Union

Make interregional learning happen

Job profile: Thematic Manager

- Full-time
- In Lille, France
- Minimum 6 years of relevant professional experience
- For candidates ready to walk the extra mile

- *Do you believe in the potential of interregional policy learning for local and regional development across Europe?*
 - *Are you motivated to develop and deliver innovative tools for European cooperation?*
 - *Are you ready to coordinate and support the work of an international team of thematic experts?*
 - *Is your work driven by result-orientation, teamwork, creativity and accuracy?*
- If your immediate response is yes, yes and yes, don't wait and take a closer look at our job ad.*

The project - what is the Interreg Europe Policy Learning Platform about?

As an innovative tool of European cooperation, the Policy Learning Platform of Interreg Europe is an interactive space for continuous learning dedicated to local and regional policymakers. Whether we talk about sustainable urban mobility, the management of nature parks or the competitiveness of small companies in rural areas, many smart solutions have already been developed and tested by cities and regions across Europe.

Hence, why to reinvent the wheel when you can get inspiration and share ideas with those who are facing similar challenges.

Complementing the funding for interregional cooperation projects provided by Interreg Europe, the Policy Learning Platform represents the second pillar of the programme and is run by an external consortium led by GAC Group. A new framework contract has recently been signed with the management of the Interreg Europe programme, assigning the consortium with the responsibility to deliver the Interreg Europe Policy Learning Platform until 2029.

Through interregional peer reviews, networking events, webinars, online discussions, good practices and publications we provide practical tools and knowledge for the development of better regional policies for the future. Following the motto ‘the more concrete the better’, we are striving for Europe-wide peer learning experiences which create concrete benefits and lasting impacts for the day-to-day work of our community: local and regional policymakers from all across Europe. Consequently, as you will agree, creative, interactive and targeted event formats are key to achieve our ambitions and objectives in practice.

The job – tasks and responsibilities of the Thematic Manager?

The team of the Policy Learning Platform is driven by the motivation to boost interregional learning through innovative, attractive and quality-driven services which meet the needs of local and regional policymakers across Europe.

Based in Lille, the coordination team is composed of a Lead manager, a Senior Thematic Manager, a Thematic Manager, as well as our colleagues responsible for communication, administration and assistance (9 staff members in total).

At operational level, 11 policy experts are in the driving seat for preparing and delivering the platform services for the benefit of European regions and cities.

The Thematic Managers play a key role in coordinating, harmonising and supporting the content work of the policy experts’ team. In close cooperation with the Lead manager, the Thematic Managers thus monitor the timely delivery of services, perform quality control and build the capacity of the expert team.

Moreover, the Thematic Managers contribute to the further evolution of the platform services and strive for synergies with other relevant European programmes, networks and initiatives.

The current position is being created with the start of the new framework contract. We are looking for an additional thematic manager, that will join and support the work of the platform’s Senior Thematic Manager. She/he will work closely with the entire platform team, as well as her/his partners at the Joint Secretariat of Interreg Europe. Altogether, building on her/his genuine commitment to the platform project, the values of teamwork, pro-activeness, result-orientation, creativity and accuracy are key for her/his successful performance in office.

Thus, in practical terms, the Thematic Manager of the Policy Learning Platform:

- works in close cooperation with the current thematic manager to oversee the overall knowledge management of the platform
- supports the current thematic manager for the preparation, coordination and management of the content/knowledge related to the platform's online and onsite services
- supports the thematic manager for monitoring the Platform indicators and contributes to the development of a sound intervention logic for measuring capacity building of the Platform beneficiaries
- monitors and supports the timely delivery of the platform services
- supports the thematic manager in the internal process of quality control
- works closely with her/his hierarchy to coordinate, harmonise and support the tasks of the policy and ad-hoc/support experts involved in the project priorities:
 - "Access to knowledge"
 - "Access to people"
 - "Access to expert support"
- supports the delivery of policy learning services for the benefit of the programme's target groups
- is in charge of regular capacity and knowledge building trainings of the team members involved in the knowledge management
- takes an active role in the further development and evolution of the platform services
- strives for synergies with other relevant programmes, platforms and initiatives
- works closely with the entire platform team (Lead Manager, Senior Thematic manager, Policy Experts, communication team, support staff) as well as her/his partners at the Joint Secretariat of Interreg Europe (programme management, platform coordinator, team of policy officers);
- reports to the Senior Thematic manager and the Lead Manager of the platform.

The profile – who are we looking for?

Essential qualifications (must-haves):

- University degree in a relevant field
- Highly qualified professional with at least 6 years professional experience of which at least 3 must be relevant to the type of tasks to be performed, having assumed responsibilities in her/his profession, particularly on the basis of her/his management, coordination, intellectual and creativity skills
- Practice-proven experience of at least four years in the design and implementation of local/regional development policies and/or the implementation of European programmes, platforms or projects
- Ability to take the perspective of local/regional policymakers and the managers of European funds
- Practice-proven experience in drafting and reviewing thematic publications, preferably in the field of policymaking
- User and client orientation, putting their satisfaction at the heart of your daily work
- Proficiency and fluency in English (written and oral) and basic French language skills or readiness to learn French
- Independent worker, but equally team player; ability to work in an international environment with colleagues located remotely
- Practice-proven team/stakeholder coordination, presentation and moderation skills
- Outstanding organisational skills, accuracy, and attention to detail
- Excellent analytical skills
- Sense of initiative
- Ability to anticipate, combined with strong analytical and problem-solving skills, as well as the assets of teamwork, creativity, accuracy and reliability
- Strong intrinsic motivation, accompanied by a positive attitude towards innovative approaches, change and new challenges
- Command of MS Office software
- Readiness for regular business trips in all parts of Interreg Europe's geographical area (EU27 and beyond).

Assets (desirable)

- Thematic know-how in one or more of the six Policy Objectives of the Cohesion policy and the cross-cutting field of “capacity building” addressed by Interreg Europe:
 - Smarter Europe
 - Greener Europe
 - More connected Europe
 - More social Europe
 - Europe closer to Citizens
 - Governance
- Practice-proven experience in knowledge dissemination and capitalisation activities at cross-border, transnational, macro-regional or European level
- Experience in conceiving, delivering and monitoring the impact of capacity building activities for the public sector
- Journalistic/creative writing skills
- Knowledge of other EU languages.

The employment – what do we offer?

As a full-time employee of G.A.C. Group (long-term contract), you will contribute to the successful delivery of the Interreg Europe Policy Learning Platform. Your mission will be exclusively for the benefit of the Interreg Europe Joint Secretariat, Les Arcuriales – 45, rue de Tournai, 59000 Lille, France. The Head of Unit for Communication and Contact Points will coordinate your day-to-day communication tasks in close collaboration with the Lead Manager of the Interreg Europe Policy Learning Platform.

Terms of employment

The position is based on an unlimited duration contract under French law (CDI). Your workplace will be in Lille, Les Arcuriales – 45, rue de Tournai. The office of the Policy Learning Platform team is integrated in the premises of Interreg Europe Joint Secretariat. The assignment will start as soon as possible.

Employment package

G.A.C. Group offers an attractive employment package comprising individual training and development opportunities, regular staff appraisals, annual team-building activities and individually determined home office arrangements (subject to management approval).

The gross salary is expected to be EUR 50k – EUR 55k a year based on the full-time job and relevant experience between 10 and 12 years.

Applications

All applications should be submitted in English and include the documents below:

- **A clear and concise motivation letter** highlighting the main reasons for applying to the position and why you see yourself as the most suitable candidate . In this context, please elaborate on the following five points (experience summary, max. 1-2 pages):
 - What motivates you to join G.A.C. Group and the team of Interreg Europe?
 - Please specify your professional experience relevant for the position (your tasks, specific roles and responsibilities).
 - Please specify your professional experience in drafting and reviewing thematic publications (references to publication examples, your tasks and responsibilities related to their preparation and finalisation).
 - Please specify your professional experience in the coordination of tasks/teams as well as the moderation of meetings and/or events (your tasks, specific roles and responsibilities).
 - For each of the aforementioned areas of competence, please elaborate how your gained expertise would help you to successfully perform the tasks and responsibilities of the Thematic Manager of the Policy Learning Platform and, consequently, contribute to the objectives of the Interreg Europe programme.
- **A concise Curriculum Vitae** (recommendation: 2-3 pages), focused on qualifications and professional experiences that are relevant for the announced position.

This documentation will form the basis of the initial stage of candidate assessment.

The applications are to be sent by e-mail to scerh@group-gac.com by **Monday, 4 September 2023 (the latest)**. Please indicate in the subject line: “your name – Thematic Manager - GAC-0037”.

Moreover, please let us know about your earliest availability for the job. At the same time, candidates are asked to provide an easy way to contact them (phone) before and after the interviews.

The selection process – what to expect?

Based on the submitted applications, candidates will be short-listed for phone interviews. In a second step, interviews will be held with the most convincing candidates, online or at the premises of the Policy Learning Platform in Lille (to be confirmed to the shortlisted candidates in due time).

As an indicative timeline process, the following dates have been set:

- Submission of applications until **Monday, 4 September 2023 (final deadline)**.
- Phone interviews with short-listed candidates on **Friday, 15 September 2023**.
- Face-to-face interviews in Lille with the most promising candidates on **Thursday, 5 October 2023** (date to be reconfirmed). During the interviews, the candidates may be asked to perform a short practical exercise – to be confirmed and detailed.

More information – whom to contact?

If you would like to learn more about the offered position and/or the recruitment process, please do not hesitate to contact HR Team at SceRH@group-gac.com.

More about GAC Group

G.A.C GROUP is an international consulting company for innovation & performance of public organisations and private sector. Our mission: accelerate the innovation and performance of companies and territories for a responsible development and sustainable growth. We've got 3 main areas of expertise: Innovation, Human Resources and Taxation and we support over 2000 clients in 15 offices around the world.

Focus on our European programmes:

European projects and the implementation of competitive funding materialize the European Union's desire to stand out in a context of strong international competition. Numerous funds are allocated to allow better visibility of culture-edge research and innovation and to concretize projects to face current global issues. We support public and private actors in the creation of innovation projects, thus promoting interregional and international collaboration in response to economics, societal and environmental challenges.