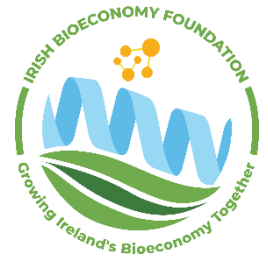


# Irish Bioeconomy Foundation CLG

National Bioeconomy Campus, Killoran, Moyne, Thurles, Co. Tipperary, Ireland.

[www.bioeconomyfoundation.com](http://www.bioeconomyfoundation.com)



**IRISH BIOECONOMY FOUNDATION “growing Ireland’s Bioeconomy together...”**

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## Vacancy for: EU Project Manager(s) and EU Project Assistant(s)

### Summary

Irish Bioeconomy Foundation (IBF) is Ireland’s Bioeconomy association and innovation cluster. Our mission is to promote the conversion of Ireland’s natural land & sea resources to high value products for the development of a sustainable bioeconomy that is globally competitive and creates local development. We are building a new bioeconomy centre-of-gravity for agri-food, marine, forestry, energy and materials in the hearth of Ireland, headquartered on the National Bioeconomy campus in Lisheen, Co. Tipperary.

Given the significant successes in securing further EU grants for its organisations and members, in light of the recent commencement of three new EU funded projects, IBF is currently expanding its team, specifically we are looking for two or three EU Project Managers and/or Assistants to join our team.

As a Project Manager/Assistant, you are responsible for managing/supporting the implementation of current EU funded projects in which IBF is active as a partner, effectively communicating with other projects partners and IBF team members in order to meet deadlines, both deliverables and milestones. This position requires someone with excellent organisation and time management skills, good communication and the ability to proactively manage his/her own activities and monitor for other team member required actions.

The position will be in the Republic of Ireland and initially on a full-teleworking basis, with an outlook to progressively more frequent attendance to IBF HQ in the National Bioeconomy Campus (nearby Thurles, Co. Tipperary) as the development of our facilities there progresses.

### Responsibilities

- Monitoring/supporting the implementation of IBF role within the assigned EU project(s).
- Collaborate/support other IBF team members with the execution and reporting of their project tasks, activities and outputs.
- Help with the developing of reports, presentations, market and/or technology analysis that may be relevant for the projects’ implementation.
- Support/collaborate with the other IBF EU project managers in their interaction with other project consortiums partners and attendance to EU projects online/in person meetings.
- Support IBF management and compliance team with reporting activity.
- Support the organisation in preparing and delivering outreach material to be used at conferences, events, webinars.
- Any other responsibilities that may arise relating to project management activities.

### Requirements

- Relevant Level 8 (BSc) or 9 (MSc) degree in STEM disciplines, with a preference being given to bioeconomy-relevant degrees such as bio/chem/environmental sciences and engineering;

- Work experience in a similar role, or a role requiring similar skills;
- Excellent organisation skills, including file management and data storage/management
- Good communication skills and fluency in the English language
- Professional attitude and approach to work
- Experienced with Microsoft applications, including Word, Excel and PowerPoint
- Overall this role requires the ability to effectively complete tasks remotely, while maintaining transparency and positive communication with the team

#### **Desirable Skills and Knowledge**

- Knowledge and/or experience within the Bioeconomy industry
- Knowledge and/or experience within the EU funded projects
- Experience with working remotely

**Salary:** Competitive based on experience

**Duration of Position:** Initial 6-month, full time contract.

#### **Applications**

If you would like to apply, please apply via the LinkedIn platform following this link:  
<https://www.linkedin.com/jobs/view/3834136404/>