

POSITION: EEN Project Officer
LOCATION: Sunderland Office
TYPE: FTC – Maternity Cover

THE ORGANISATION

RTC North is an independent, dynamic and highly successful organisation. We work with companies, individuals, clusters and the public sector to help regions create better and more, high value jobs. Established over 25 years ago, RTC has a trusted reputation for delivering services in innovation and business growth. We specialise in the commercialisation of new products and services to build more innovative and vibrant economies. We provide support at all stages of the innovation and intellectual property protection process at regional, national and European levels.

RTC is also a lead UK partner in the worlds' largest business support network - Enterprise Europe Network – and has established relationships with partners in Asia as well as North and South America. We currently have offices in Sunderland, Daresbury and Leeds.

Funded by both the European Commission and Innovate UK, EEN is an important tool in the EU's strategy to boost growth and jobs whilst also supporting Innovate UK's localisation agenda. EEN provides a direct route for SMEs to proactively build partnerships across 60+ countries to further their ambitions to innovate, grow and internationalise.

EEN has close to 600 member organisations across the EU, and beyond and includes chambers of commerce and industry, technology centres, universities and regional government agencies.

THE POST

The post-holder's primary responsibility is to provide a full administration service to the EEN team in the Sunderland office, providing support to other team members, organising meetings and events, contributing to the team meeting key deliverables and target outputs. This may include occasional attendance at conferences and events in the UK and overseas..

Key Responsibilities

- To act as the prime administrator for the Enterprise Europe Network (EEN) team in the Sunderland office providing essential support and back up to members of the team.
- To recruit new local companies for EEN services, attending events, referrals and enquiries
- To develop content for websites and external newsletters, including collating information for case studies.

- To help manage data entry and data integrity, with particular reference to deliverables and target outputs, for both European and ERDF Contracts.
- To work closely with the I2S Project Officer in order to meet team objectives.
- To plan and organise events in the region, always looking to maximise attendance, and ensuring event quality and costs are carefully monitored
- To become familiar with the skills of RTC staff working in other locations, to communicate regularly with them and to help promote them in Sunderland thus generating value for the company as a whole

THE PERSON

- Excellent writing skills
- a high level of personal organisation
- Good IT literacy
- a confident individual with strong interpersonal & telephone skills
- a basic understanding of international business
- previous experience of working in an admin role providing support to team members
- some experience of organising events
- flexible and positive approach

The Package

RTC is a dynamic small independent technology transfer company. Its ambition is to expand its offer and excellent reputation for delivering high quality projects across the North of England. Joining RTC at this exciting time affords an unparalleled opportunity to make a difference and be part of the economic growth of the North.

As a small company the teams work closely together, sharing skills, knowledge and experience which helps to create a thriving, healthy and fast moving, working environment.

Remuneration is based on the candidates' knowledge, skills and experience. The post also benefits from flexi time, a generous holiday entitlement and contributory pension.

HOW TO APPLY

If you feel you have the necessary skills and experience to undertake this role, please forward your c.v. and letter of application, confirming current salary and benefits package to: personnel@rtcnorth.co.uk

Closing Date: Friday 16 February 2018

