



JOB DESCRIPTION

Project Manager: DivAirCity H2020

v02 September 2021

INTRODUCTION

The Equilibrium Network (EQN) is looking for a Project Manager to help design, coordinate and deliver its involvement in the DivAirCity project. The successful candidate will join a wide and supportive network working across the built environment in the UK and, through the project, across other European countries. As part of the EQN team that will be helping to develop a gender diverse strategy within the DivAirCity project, this is a chance to work with leading practitioners and academics on one of the biggest urban issues we are facing today.

This is a part time role expected to account for 2 days per week, from now to September 2023, with the possibility to renew for a further two years. The successful candidate will mainly work from home with desk space available in London as required. The salary will range from £25,000 to £30,000 (FTE) depending on experience. The successful candidate will need demonstrate that they have the right to work in the UK.

ABOUT DIVAIRCITY

Along with 25 fellow consortium members, EQN has secured funding for DivAirCity from the European Union's Horizon 2020 call, which aims to address air pollution and Nature Based Solution (NBS) in cities. DivAirCity is an ambitious project, with a focus on gender, that will explore the power of diversity and social inclusion as a means to reduce air pollution and achieve a green urban nexus in climate neutral cities. It will aim to shift the urban paradigm, by valuing human diversity as a resource that can help define new urban services and models, for culturally-driven green cities.

As a project, DivAirCity falls within the scope of the Sustainable Development Goals (SDG 11), valuing diversity and social inclusion to achieve innovative, creative, culture-driven, green and carbon neutral urban societies. It will consider how NBSs have an impact on air pollution, carbon neutrality, health and wellbeing in cities, by working together with five mid-size cities with a range of population densities, from different EU geographical areas: Århus in Denmark; Bucharest in Romania, Castellón in Spain, Orvieto in Italy and Potsdam in Germany. There is an ambition to expand the project's reach to 20 EU cities through twinning and cascade funding mechanisms.

The project is running from September 2021, for four years. To find out more visit <https://divaircity.eu>

EQN'S ROLE IN DIVAIRCITY

EQN has already been strongly involved in helping to define DivAirCity's strategic aims and, as the project becomes a reality, we look forward to ensuring that women's voices are heard in the planning, delivery and long term legacy of all DivAirCity's initiatives.

Our involvement is primarily strategic, helping other consortium members to deliver projects and initiatives on the ground. However, we will be expected to establish EQN branch networks within the five consortium cities and we see these as being influential in our ability to deliver our remit across the project.

ROLE AND RESPONSIBILITIES

MANAGEMENT AND ADMINISTRATION

- Coordinating EQN's involvement in the DivAirCity Project, working with the Strategy and Content lead team which is based in Universities of Rome, Italy and UPV in Valencia, Spain.
- Ensuring delivery mechanisms are effective and meet EQN's commitments to the project's objectives and targets.
- Creating and maintaining appropriate operation plans for EQN's involvement in DivAirCity.
- Overseeing performance and budget timelines for EQN's involvement in DivAirCity; supporting the delivery of tasks associated with agreed work packages as outlined in the project plan.
- Coordinating with the individual members of EQN who will be delivering EQN's input into DivAirCity, monitoring EQN's commitments to the project, bearing in mind agreed budgets, resources and deliverables.
- Organising meetings and events as required, to achieve EQN's commitments to DivAirCity.
- Liaising with the EQN Steering Group.
- Preparing summaries and minutes of all EQN's events and activities within DivAirCity.
- Monitoring and evaluating feedback from partners and external stakeholders.
- On behalf of EQN supporting co-creation activities as required within the project

FINANCE AND REPORTING

- Taking responsibility for all reporting, monitoring and evaluation activities, daily project management and financial management according to budgets.
- Reporting progress to the Project Coordination Unit as required. In particular, liaising with the Project Content Chair (in Italy/UK) and the Project Coordinator (in Spain)
- Monitoring and reporting on EQN's budget against the EC grant, workload and resources plan.

GENERAL COMMS

- Communicating with the consortium partners and external stakeholders, to enable EQN's contribution to internal project needs to be delivered, and to expediate external communications as required.
- Maintaining and building good relationships with project partners, external stakeholders and other bodies (for example local professional networks and others as required).
- Communicating the project results and building awareness of EQN's work through social media.
- Preparing material for media use.

EQN NETWORKS

Setting up and managing new outposts in the five DivAirCity cities will be an important task for our Project Manager. This will involve;

- Helping define the structure of EQN's national and international networks.
- Liaising with contacts in each city to establish a basis for the local EQN networks and develop local contacts.
- Managing the process of setting up EQN networks in the five DivAirCity cities.
- Liaising with local contacts to set up activities and events in each city, to allow the EQN network to develop and serve the requirements of DivAirCity.
- Linking new networks to existing EQN networks and liaising with the EQN Steering Group.
- Setting up and managing the database of EQN members, in accordance with GDPR requirements.

SKILLS AND EXPERTISE

REQUIRED

- An interest in and an affinity with process, detail and documentation with experience in EU project management, including budget and resource management, cost eligibility and reporting requirements and partner liaison.
- Excellent relationship development and communications skills with an ability to quickly understand, interpret and integrate project requirements to a broad group of international stakeholders.
- Independent decision-making skills but with enthusiasm for working collaboratively within an international team, and an ability to enthuse others.
- Willingness to travel within Europe and abroad (COVID-19 permitting).
- Professional fluency in English.
- Interest in the design and use of the built environment, including social inclusion and environmental challenges.

OPTIONAL / DESIRABLE

- Qualification from within the design and built-environment industry or associated fields.
- Experience of co-creation processes, design thinking and economic analysis activities, in research and innovation projects.
- Experience of climate resilience projects, urban systems or the built environment, in a project management capacity.
- Established networks within the built environment industry.
- Fluency in Italian and/or Spanish.

ABOUT THE EQUILIBRIUM NETWORK

Our purpose is to enable women to have equal influence in the design and delivery of the built environment. To help us achieve this aim, we have identified five objectives. We will:

1. Create an international network open to new initiatives and making change happen.
2. Influence the industry to deliver diversity and inclusion, with a particular emphasis on women.
3. Promote the needs, preferences and aspirations of women in the design of our built environment.
4. Address the attrition rate of women working within the industry.
5. Increase the number of women at the top of organisations that create and shape the built environment.

Our strategy to achieve these objectives is to:

1. Lead by example.
2. Influence and support change across the industry.
3. Undertake research.
4. Develop strategic advice.
5. Run events.
6. Share knowledge.

The network is:

- Multi-disciplinary, including architects, engineers, landscape architects, contractors, surveyors, policy makers and urbanists, as well as those working in client organisations, academia and institutes.
- Free to join and inclusive, built through word of mouth, starting from those who are known to our Steering Group member and spreading out into the industry.
- Unregulated, so anyone who supports our aims can say they are part of the network – but we hold a database of people who are interested to know more about our activities, who want contribute to our work or share their thoughts and expertise within the network.
- International. As part of our collaboration with the DivAirCity consortium, we will be establishing Steering Groups in targeted cities across Europe. These will become the catalysts for Equilibrium networks to grow in each location, developing strategies in response to local conditions.