



**Officer: Governance & Social Innovation
'Cultural and creative transition'**

Start date: 01 November 2021

Duration: 24 months (extension intended)

Location: Freiburg, Germany

Deadline for application: 15 August 2021

ICLEI European Secretariat

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Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI's European Secretariat is based in Freiburg (Germany), with specialized offices in Brussels and Berlin, and more than 100 staff from all over Europe and beyond, covering a broad variety of professional disciplines.

Working with us, you will have an **opportunity** to:

- Deepen your understanding of how cities design and implement sustainability and cultural policies, what kind of challenges they face and how best to support them;
- Work alongside leading urban researchers, politicians and practitioners on European projects, providing solutions for today's urban challenges;
- Contribute to European and international processes shaping urban policies, such as the EU Green Deal, the New European Bauhaus, the UN SDGs, and others;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in sustainable urban development;
- Enjoy flat hierarchies, an amiable and trustful work atmosphere, space for personal development and fair, flexible working conditions in a family friendly certified organisation.

We are looking for a person that meets the following **criteria**:

- Sound understanding of sustainable development, cultural transformations, integrated planning, cultural tourism, creative governance and social innovation;
- At least 3 years of professional experience working in a project-based environment, ideally with international projects for and with local governments;
- Good communicator in person, online and in writing, confident in interacting with partners ranging from grassroots organisations to ministries;
- Proficient in English and at least one more European language, spoken and written; more languages are an asset;
- Reliable, curious, able to work independently and keep calm in a fast-paced, international environment.



Your job description will include the following **main tasks**:

- Designing and implementing collaborative project tasks, services and deliverables related to sustainable cultural tourism and adaptive reuse of cultural sites (e.g., as part of EU-funded projects);
- Organising and facilitating online and physical events, ranging from hands-on trainings for communities of practice to international project meetings and conferences;
- Researching and drafting publications addressed to urban practitioners, including reports, case studies or news articles;
- Project management, including communication with project partners and funders, reporting and general administrative tasks;
- Contributing to the acquisition of new projects and to writing project proposals.

We offer a limited contract until the 30th of October 2023 with the potential for extension, with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR 44.400 – 46.800 per annum), 40h working week, 6 weeks paid leave per annum, readiness for travel. Working language is English.

Please note that applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

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Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Be aware that applications are reviewed continuously upon arrival; therefore, application as soon as possible is advisable.

For more information about ICLEI visit:
www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely based on their qualifications and competencies.

