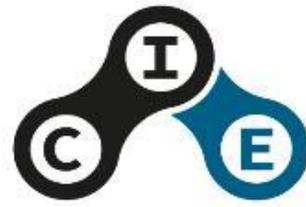


Brussels 19th March 2021



**Cycling
Industries
Europe**

Cycling Industries Europe. Project Manager vacancy (12 month contract)

Cycling Industries Europe is the voice of cycling business, actively promoting the sector in Europe and worldwide. Our ambition? Reaching out beyond the traditional definition of the industry as a bicycle and parts industry and align all business and commercial actors in a common mission.

As part of our work we are active in two EU co-funded projects to which showcase exciting development of cycling in new market areas – smart, connected mobility and the development of the cargo bikes and cycle logistics sectors.

We have a current vacancy for an experienced project manager to join our team and maximise CIE's impact in these projects, linking the project partners to the business communities represented by CIE.

We are looking for someone who is familiar working on mobility or technology in an EU project framework and can quickly start delivering within our projects. You will work closely with our staff team and our network of companies and experts in these fields, organising working groups and identifying EU recommendations that can be demonstrated by the projects.

Interested candidates should apply to info@cyclindingustries.com by 6th April 2021. Applications (in English) should include a covering letter, a CV and an indication of the current or most recent salary. Applications via other channels will not be read.

About CIE

Cycling Industries Europe is the voice of cycling business, actively promoting the sector in Europe and worldwide. Our ambitions?

- Reaching out beyond the traditional definition of the industry as a bicycle and parts industry and align all business and commercial actors in a common mission.
- Changing the way we move – we are working towards a modal shift to active mobility and cycling in line with EU's commitment to become the first climate neutral continent by 2050.

OUR MISSION

- Act as a united voice for the cycling business and together with our members promote the best interests of the sector.
- Grow cycling in Europe, for the benefit of society and the benefit of cycling businesses.
- Make cycling a key part of the sustainable urban mobility transition under the EU Green Deal.
- Actively communicate the benefits of cycling to decision-makers, politicians, businesses, the media, the public and other relevant stakeholders.
- Build alliances and work in partnership with other stakeholders such as civil society, other business sectors and global partners.
- Deliver the private sector and technological contribution to growth of cycling in Europe by encouraging investment.
- Support conditions for a positive business environment and a successful investment climate, creating employment and growth.
- Form a networking platform for members and interact with wider constituencies.

Find out more at www.cyclingindustries.com

Job Description and Responsibilities

Project Manager **Reports to: Chief Executive**

Purpose of Role:

To support conditions for a positive business environment and successful investment climate for the cycling sector in Europe. To manage the deliverables of the [Bicycles and ITS project \(BITS\)](#) and the [City Changer Cargo Bike project \(CCCB\)](#) in support of this aim. Where capacity allows the post holder will work on other activities that strengthen the capacity of CIE to support the industry by building and sustaining the networking and promotional activities of the association.

Scope of Role:

- The primary purposes of this role are:
 - Project manager for the CIE deliverables of the CCCB and BITS projects
 - Working with the European Cycle Logistics Federation (ECLF) team on the ECLF deliverables for the CCCB project and the Brussels secretariat for ECLF
 - This may include:
 - Delivering communications and dissemination in the form of events, publications, social media, workshops etc.
 - Running Expert Groups and task groups.
 - Managing the work of colleagues and trainees within the projects.
 - Networking with CIE members and engaging them in the work of the projects.
 - Preparing European recommendations on policy, regulations and deployment.
 - Following EU policy briefs and advocating the project recommendations to the EU institutions and member states and allied associations.
 - Project management and reporting

- Other duties as agreed by the CIE Management which may include:
 - Support for the sector in accessing future EU funds for cycling, Identifying and creating applications for new EU or industry co-funded projects in relevant fields.
 - Working in partnership with other stakeholders such as civil society, other business sectors and global partners.

Performance Indicators:

- Management of tasks and budgets set out within project work plans to time and cost.
- Successful reporting and approval by the funders supporting the projects.
- Successful delivery of any non-project tasks agreed by CIE management.

Personal requirements:

The person must:

- Have relevant experience of EU co-funded projects at a management level and be able to take on the project management with minimal induction period. This will require a minimum of 3 years comparable experience.
- Have, or be able to develop, a working knowledge of the role of cycling within Intelligent Transport Systems and urban mobility policy.
- Be available to work for the remaining duration of the project.
- Excellent written and spoken English, with good professional presentation skills. Other languages are an asset.
- Be a good personal fit with the CIE team.

Duration of Role:

Start date: The position is currently vacant so a start date no later than May 1st is essential, but it could be earlier.

End date: For the remaining funded period of the projects, currently April 2022. A 12 month contract is offered.

Note: An extension of one of the projects is currently under evaluation by the funding agency. This may give an opportunity for this role to be extended, but that option will only be considered when the full extent of CIE’s 2022 budgets is known.

Contractual and working arrangements.

This is a full-time role based at CIE’s attractive office location in central Brussels. The contractual hours are 5 days at 7.6 hours per day. Flexible working arrangements include tasks that may involve travel or out of hours working.

Currently CIE is working under the Belgian government’s COVID regulations which means the team is working from home. We anticipate that post-COVID our employees will continue to have the option to work from home with a mixed working arrangement, with all employees based in Belgium under a Belgian employment contract. All candidates should have the right to live and work in Belgium.

CIE offers an employment package in line with other trade associations working at the EU level, with extra benefits including 10 days additional leave, travel to work allowance, lunch vouchers etc.

Our policies do allow for temporary contracts to be filled by people working as a so-called “in-house consultant” or “independent”, who may not be permanently based in Belgium, provided that the terms of the contract are acceptable to the funders of any project where the in-house consultant works. The current requirements for acceptability are in Annex 1 to this document.

Annex1. In house consultants' requirements

For the avoidance of doubt the CIE definition of an in-house consultant is a consultant (i.e. natural (physical) person) who joins CIE's staff team and meets the criteria listed below:

- (1) The consultant/person has a contract to work for CIE and that work involves tasks to be carried out under an EU funded grant agreement. This is not a sub-contract from a company, the in-house consultant is directly contracted to CIE.
- (2) The consultant/person works under direct instructions/supervision of CIE
- (3) The consultant/person works in the premises of CIE as a member of the project team or via a remote working arrangement that is covered by CIE's work at home policies (see below)
- (4) The output of the work belongs to CIE
- (5) The costs of employing the consultant/person **are reasonable, are in accordance with the normal practices of CIE** (and provided that these are acceptable to any funder) and are **not significantly different from the personnel costs of employees** of the same category working under a labour law contract for CIE
- (6) Travel and subsistence costs related to the participation of the consultant/person in project meetings or other travel relating to the project is directly paid by CIE. The applicable tax, social security and employment insurance costs related to the consultant are paid by himself/herself.
- (7) The consultant/person **MUST** be a user of CIE's infrastructure (i.e. user of the 'indirect costs' in project terminology). This means CIE's offices, IT infrastructure, management resources and team development activities, whether delivered in person or remotely. Please note that teleworking is allowed because the current standard working conditions applicable to the employees of CIE allow it, but the above-mentioned criteria must still be respected.
- (8) The costs of the in-house consultant should be taken from the invoice received for the work performed. Invoices should indicate the project on which the person has worked, the tasks carried out and the hours spent. A CIE time sheet will be provided for this purpose.

Note from EU guidance on in-house consultants used for EU co-funded projects that CIE will check:

"The beneficiary should make sure that he/she complies with the legislation in force in his/her Member State related to the use of consultants (self-employed or employed by a third party). The legislation may prohibit or restrict the use of such consultants. The beneficiary remains responsible for checking, prior to the allocation of such consultants to the project and taking into account the aforementioned conditions, that he/she does not infringe this legislation."