

Project Manager

The Hydrogen Council is a global CEO-led initiative that brings together leading companies with a united vision and long-term ambition for hydrogen to foster the clean energy transition. Using its global reach to promote collaboration between governments, industry and investors, it provides guidance on accelerating the deployment of hydrogen solutions around the world. The organisation was created in 2017 and has members based across all major time zones in Americas, EMEA and APAC. The Council's secretariat is based in Brussels. More info on: www.hydrogencouncil.com.

The Hydrogen Council's secretariat is growing its team and is looking for a:

Project Manager

ROLE DESCRIPTION / RESPONSIBILITIES

- Membership management: you support the membership management and operations of the Hydrogen Council. More specifically, you are responsible for managing the inbox of the secretariat, making sure that each incoming message will be dealt with appropriately, efficiently and conform the ethical codes and communication guidelines of the Council. Furthermore, you assist in keeping the membership database up-to-date, in scheduling events and meetings and in sending out communications to the members of the Hydrogen Council;
- Event management: you support the organisation and coordination of events (both in-person as well as digital) including large-scale CEO meetings involving the whole membership. Your support will be needed at all stages: preparative and planning phase, logistical organisation (digital or meeting venue etc.), as well as hands-on support during the events;
- You provide support to various project and study teams that operate within the Hydrogen Council, including meeting organisation, preparation of materials etc.;
- You operate in an international setting with English as the de facto standard language;
- You are part of a dynamic and constructive environment, in which all team members contribute to building a quality and service oriented organisation.

QUALIFICATIONS

- You have excellent organisational, project management and communication skills. You are strong in problem solving, have a structured approach when dealing with matters assigned to you and have the ability to make sound judgments. You have the capacity to deal with multicultural settings, have a strong drive, know how to handle complex situations and pay attention to detail;
- Service minded and professional: often you will be the person responsible for the first impression people will have when contacting the Hydrogen Council. You take pride in taking care of the needs of the members of the Hydrogen Council. You remain calm and professional under dynamic work loads;

- You are looking forward to being part of an international setting that requires a flexible, diplomatic, tactful and service oriented mindset;
- You have a desire to actively contribute to the mission of the Hydrogen Council and are genuinely interested in the role of hydrogen in the future energy mix;
- Education: university degree - candidates from a variety of backgrounds will be considered including degrees in international relations, communication, political studies, economics,...;
- Experience: a first professional experience in a similar position (international association management, or a stakeholder management organisation) is a plus;
- Language skills: excellent written and oral communication skills in English is a must. Candidates need to be able to contribute to the production of high-level materials (reports, presentations);
- Other: well developed competencies in the usual range of IT tools (e.g. MS Office), open to learn additional tools.

OTHER INFORMATION

- Contract type: employee
- Expected start date: as soon as available
- Remuneration: competitive, based on experience
- Location: Brussels
- Under permissible circumstances travel will be required to attend international events and maintain partnership relationships coincident with key events and/or project milestones

APPLICATION PROCESS

- Please submit your current CV (max. 2 pages) and a short letter outlining your motivation and vision for the role to vacancy@hydrogencouncil.com using “**Vacancy / Project Manager**” as the email subject line.
- All applications must be received no later than **July 8th 2021**.
- Due to the anticipated volume of applications, please note that only shortlisted candidates will be contacted with further information.