

Senior 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:

Senior Project Manager

ROLE DESCRIPTION / RESPONSIBILITIES

- Membership management: you are responsible for membership management and operations of the Hydrogen Council. In this capacity, you are the primary contact for prospective members seeking information, provide support to the approval process for potential members and perform new member onboarding (welcome, introduction to the Council's operations and procedures). Furthermore, you are an important and visible interface between existing members and the Council, providing support when needed. You are attentive to changes at the member's side and will ensure that the membership database remains up-to-date at all times;
- Event management: you are responsible for the organisation and coordination of events (both in-person as well as digital) including large-scale CEO meetings involving the whole membership. This responsibility covers 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: you take pride in being in touch with members of the Hydrogen Council and in taking care of their needs;

- You shine when you are given the opportunity to organise events and are able to bring "the extra touch" that makes an event special. 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: some years of professional experience in a similar position (international association management or a stakeholder management organisation) is a strong plus;
- Language skills: excellent written and oral communication skills in English. 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 / Senior 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.