

University Alliance Job Description

Post title: Project Manager (Horizon Europe MSCA COFUND bid)

Responsible to: Head of Doctoral Training Programmes

Responsible for: N/A

Main purpose of the job

University Alliance is seeking an experienced Project Manager to oversee the coordination of, and contribution towards, a [Horizon Europe MSCA COFUND](#) funding bid, supporting academic and professional service leads to ensure submission by the deadline.

This role will sit within the University Alliance's DTA Team but will work with colleagues across the organisation and our lead delivery partner, Teesside University and other stakeholders as required.

The post-holder will have the personal and professional experience to build and manage meaningful and supportive relationships across the bid management team, contributing partners and with internal and external stakeholders as required throughout the bid development phase.

The position will suit candidates with experience of funding project management, particularly multi-partners projects. Experience of international EU funded collaborative projects and knowledge of EU Framework Programme funding (Horizon Europe) or other funders will be an advantage but is not essential.

Responsibilities and duties

To provide lead project management support for the development of a [Horizon Europe MSCA COFUND](#) bid being developed by a consortium of University Alliance members and partners for the 2025 funding call which opens on 23 January with a deadline of 24 June 2025.

Duties will include, but are not limited to:

- Become familiar with the requirements of the European Commission for completing and submitting an MSCA COFUND bid.
- Develop detailed project plans to guide the bid management team and partner organisations and be able to revise plans based on changing needs and requirements.
- Set deadlines and timelines for core phases of the bid development within the funding call period.
- Arrange and facilitate meetings of core members of the bid management team and where appropriate partner organisations.
- Identify and assign project tasks based on the skill sets, experience and strengths of staff involved including yourself.
- Where appropriate, contribute towards the writing of elements of the bid, and provide proof-reading/editing support of drafts.
- Set clear guidelines, and deadlines, for information partners need to provide, creating templates and examples.
- Collect required information from partners, process written inputs and background documents.

- Monitor project task performance to ensure timely delivery of actions in line with the overall timescale of the funding call.
- Compile and submit project status reports to the bid management team and partners as required.
- Work effectively with relevant stakeholders for efficient bid development and completion.
- Act as main point of contact for bid management team and partners on all aspects of the project.
- Undertake a range of other appropriate tasks as directed by the Head of Doctoral Training Programmes in line with the role of a Project Manager.

Relationships/contacts

Internal: Staff across the organisation at all levels

External: Academic and Professional Service staff at all levels within our member universities, partner organisations, the European Commission and individuals and businesses where appropriate.

This document outlines the main duties required, for the time being, of the post-entitled Project Manager, to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list, and we may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

Personal Specification

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Specification	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> Degree-level qualification and/or equivalent qualifications or experience 	<ul style="list-style-type: none"> Professional qualification in project management Up-to-date evidence of project management theory acquired through experience and/or study
Experience	<ul style="list-style-type: none"> Project management and delivery experience as demonstrated through employment positions Proven experience of delivering projects to time High-level of IT literacy, proficient user of Microsoft Office tools and project management software Working with individuals and groups at a range of levels across different types of organisations 	<ul style="list-style-type: none"> Experience of working on EU funded collaborative projects Proof reading and editing experience
Skills/aptitude	<ul style="list-style-type: none"> Highly organised with an ability to prioritise tasks with meticulous attention to detail – will need to deliver a high standard of work to fixed deadlines Ability to communicate appropriate, concise and accurate information in written and verbal formats Ability to coordinate colleagues, partners, stakeholders through expert leadership, motivation, teamwork and accountability Have a results orientation approach with an ability to set high goals for self and others, focusing on the delivery of targets, quality and deadlines A self-starter, you are confident to work under your own initiative with minimal supervision. Strong team player, quick to support colleagues across the partnership where needed to deliver joint results 	<ul style="list-style-type: none"> Proven experience of effective working with those whose specialist knowledge is greater than yours
Personal qualities	<ul style="list-style-type: none"> Professional approach Proactive self-starter Self-motivated and able to use initiative Ability to work as part of a small team Ability to tackle issues and problems in a logical, step-by-step way 	

Specification	Essential	Desirable
	<ul style="list-style-type: none"> • Desire to ensure accuracy and quality in work delivered • Confident, open approach to dealing with colleagues of all levels, internally and externally 	
Other	<ul style="list-style-type: none"> • Willingness to travel to attend meetings as required 	<ul style="list-style-type: none"> • Knowledge of and familiarity with UK higher education organisations • Knowledge of and familiarity with EU funding projects