# JOB VACANCY

# FARI Citizen Engagement project Manager - (M/F/X)

*Hybrid/In-Person*
*Full-Time*

## What is FARI

FARI is a non-profit university institute on AI, data and robotics focused on the Common Good. We are jointly initiated by two Brussels universities (VUB & ULB) – uniting the interdisciplinary expertise across 10 research groups on AI, data, robotics, social sciences, ethics, and law.

We use Brussels as a laboratory to do research together and build bridges with public administrations, industry, and citizens, promoting urban and sustainable AI, with a focus on urban and public priority domains such as health, mobility, climate and energy, participatory and inclusive society.

## About the team

The FARI Central support team helps both ULB and VUB researchers in their research and innovation projects, as well as companies and public administrations in the digital transition of society. How will and can AI, Data and Robotics make a difference in making our society more sustainable?

To help the FARI research community as well as the stakeholders we work with (citizens, public administrations, companies), we are expanding this team that is based BeCentral to build a stronger institute and develop new services to support open innovation activities and the FARI objectives.

## About the FARI Citizen Engagement Hub (CEH):

FARI's Citizen Engagement Hub (CEH) is the entity responsible for activities related to civil society. The CEH's mission is to build bridges between FARI's partner research laboratories, the inhabitants of Brussels and the public administrations. The CEH's activities are threefold: activities geared towards popular education and training, activities aimed at creating communities of practices, and activities strengthening innovation and research through citizen participation when the technological projects developed involve and impact civil society.

## About the position of the FARI Citizen Engagement Project Manager – (M/F/X)

You will assist the FARI CEH's Lead in her activities to structure the entity and help it grow.

This involves taking part in strategic meetings as well as looking for new projects and funding opportunities. These activities may take the form of prospecting and writing

for European, national, or regional calls, reporting, drafting data visualization documents.

The employee will manage projects within the group, and in particular those related to training and education. For example, he or she will work with the FARI AI Academy to offer trainings in AI tailored for civil society. He or she will also work on projects aimed at reducing the digital divide by tailored and running training courses in conjunction with our research laboratories and partners.

The employee will share a representative role with the coordinator. He/she will have to be able to convey the vision and missions of the FARI CEH to increase its presence in the field on three levels. Locally, by developing the network of intermediaries (associations, organizations, foundations, or groups working with the public in Brussels) and develop local use cases and projects, in liaison with the research laboratories affiliated to FARI and finally internationally, in order to promote the CEH's activities abroad, particularly in Europe.

From time to time, the associate may also take part in the implementation of other type of activities, such as conferences, actions with the student committee, etc.

You will work within the central FARI Support team, as well as with the FARI researchers to help translate their research and innovation activities into societal impact with a special impact to engage citizens in AI, Data and Robotics innovation. You will collaborate with other FARI Central Staff members and the services developed, e.g. Trainings in the AI Academy, Innovation Services, Communication team or work with the Digital Twin support team or Test & Experience Hub team.

**Most important responsibilities include:**

- **Strategic development and break down of the larger strategic view on Citizen Engagement to operational features into smaller, manageable projects and tasks**
- **Design and build scalable project proposals on Citizen Science and Citizen Engagement where AI, Data or Robotics technologies are used or involved to improve societal impact.**
- **Manage education-related projects, from conception to completion (coordinate work packages, run workshops, etc.).**
- **Regularly communicate with internal FARI stakeholders, researchers and project managers, and other experts of the FARI Central Support Team to ensure the success and delivery of the FARI Strategic roadmap**
- **Collaborate with team members, management, and the technical team support to ensure timely and quality delivery of our services and projects**

Qualifications:

- *Minimum 3 years' professional experience in fields related to civil society.*
- *Minimum 2 years' experience in areas related to new technologies.*

- *Minimum 3 years' experience in project management and project development (proven track record of generating leads and developing strategic partnerships and concrete project planning).*
- *Minimun 2 years' experience in areas related to education, workshop facilitation, coaching or mentoring.*
- *Educational background: Master or comparable experience*
- *Expected experience in reporting on activities, drafting and submitting (European) grant applications*
- *Expected experience in training design*
- *Knowledge of the Brussels ecosystem*
- *Project management skills*
- *Good writing and data visualization skills*
- *Public speaking and networking skills*
- *Experience academic environment is an asset*
- *The knowledge of design thinking is considered an asset*
- *Experience in fundraising is an asset*
- *Multilingual: Professional knowledge of English is mandatory. In combination with French and/or Dutch. The knowledge of Dutch is an asset.*

We are seeking a candidate who demonstrates strong active listening skills, initiative, and a passion for teamwork, with the ability to contribute effectively to projects. The ideal candidate should exhibit thoroughness, versatility, and a communicative enthusiasm, while also being convincing, comfortable speaking, diplomatic, curious, and driven by strong values, with a keen appreciation for diversity and inclusivity and a solid sense of synthesis.

**Deadline of Application: Sept. 30, 2024**

**Start Date: As soon as possible**

To apply, send your short letter of motivation, CV, and if available/relevant, your portfolio to lea.rogliano@fari.brussels and hans.de.canck@fari.brussels

More information, contact: lea.rogliano@fari.brussels

*Type of contract: 1 year contract, which will be renewed after 1 year after positive evaluation and continuation of project fundings. The employee will receive an ULB contract.*
*Hours per week: Full time, 38h a week*
*Work location: FARI, BeCentral – Cantersteen 16, 1000 Brussels*