



— **Association Director**

European Network of Living Labs (ENoLL)



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The European Network of Living Labs (ENoLL) is the international federation of benchmarked Living Labs in Europe and worldwide. Founded in November 2006 under the auspices of the Finnish Presidency of the European Union, the network has grown in 'waves' up to this day.

The European approach to Living Labs was created in the Unit "Collaborative working environments" of the DG INFSO (now DG CONNECT) in close collaboration with an industrial advisory group on Open Innovation (Open Innovation Strategy and Policy group – OISPG) which was founded by Bror Salmelin. The original concept was updated to open innovation environments attracting inwards investment, both intellectual and financial one.

ENoLL counts today over 150+ active Living Labs members worldwide (440+ historically recognised over 14 years) and it is present in five continents in addition to Europe. Directly, as well as through its active members, ENoLL provides co-creation, user engagement, test and experimentation facilities targeting innovation in many different domains such as energy, media, mobility, healthcare, agrifood, etc. As such, ENoLL is well placed to act as a platform for best practice exchange, learning and support, and Living Lab international project development.

Living Labs explained

Living Labs (LLs) are user-centred, open innovation ecosystems based on a systematic user co-creation approach, integrating research and innovation processes in real life communities and settings.

LLs are both practice-driven organisations that facilitate and foster open, collaborative innovation, as well as real-life environments or arenas where both open innovation and user innovation processes can be studied and subject to experiments and where new solutions are developed.

LLs operate as intermediaries among citizens, research organisations, companies, cities and regions for joint value co-creation, rapid prototyping or validation to scale up innovation and businesses. LLs have common elements but multiple different implementations.

ENoLL's structure

The association is managed by an executive Board (the Council) comprising of at least three and maximum twenty-one members who are appointed with a simple majority by the General Assembly. The General Assembly meets every year, under the chairmanship of the Chairman of the Executive Board. Fernando Vilariño was elected by the Executive Board as the Chairman in August 2018.

ENoLL's Secretariat is based in Brussels and has six full time employees. The Secretariat implements decisions passed by the General Assembly and runs the day-to-day operations of the network.



What You'll Do

ENoLL's Association Director leads the association's activities and team. The successful candidate will have solid leadership skills and a good understanding of open innovation and proven experience in managing complex stakeholder networks.

ENoLL's Association Director will manage a multi-cultural team and global network in the delivery of EU and international programmes and projects. With a strong focus on excellence, the Association Director will help inform and guide the strategic direction of the organisation as well as be responsible for the day to day operations of the secretariat.



Tasks:

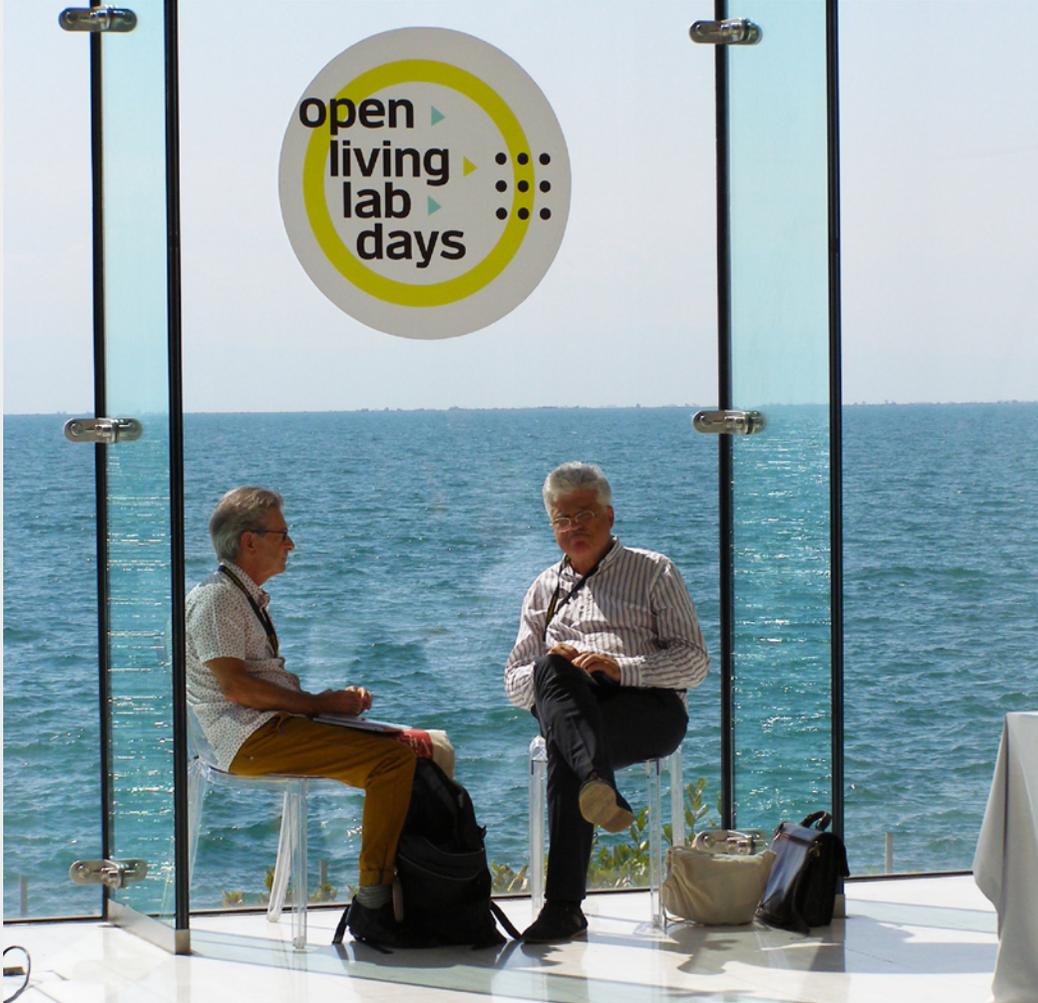
- Co-ordinating the association's operations and the implementation of the network's strategy defined by ENoLL Secretariat and the Board of Directors.
- Maintaining and developing the heritage of the Living Labs movement in Europe and beyond.
- Hosting the association's Executive Board and General Assembly meetings.
- Ensuring compliance with Belgian Law and Regulations.
- Developing and being responsible for the yearly internal management plan, ensuring the ENoLL office's alignment with the ENoLL vision, mission (long-term goals) and executive actions (short-term goals).
- Ensuring that the Financial and Operational performance of the association is in line with budget and periodic revisions based on the Treasurer's indications.
- Providing performance-based metrics for business development, membership relations and budget.
- Leading a team of 6+ staff based in Brussels and potential further staff engaged on teleworking basis.
- Engaging in advocacy towards the European Institutions and global stakeholders; liaising with policy makers as well as industry and academic stakeholders.
- Developing and implementing a high-profile communication strategy, building on ENoLL's existing social media, newsletter and direct participation in the innovation community.
- Contributing to the development of EU projects pipelines and submissions in collaboration with ENoLL's Secretariat members and the wider network.

Skills & experience:

- 10+ years' of relevant professional experience.
- Minimum of 5 years' of people management and leadership experience.
- Masters level education is preferable, other studies in association management, user centric and co-creation design methodology experience is an advantage.
- Experience of the working of the EU Institutions and funding mechanisms - in particular the research and innovation programmes, the relevant actors and decision-making processes.
- Knowledge of the open innovation and living lab ecosystems in Europe and overseas.
- Excellent public speaking and influencing skills.
- Strategic mindset with a track-record of successful advocacy.
- Excellent interpersonal skills and experience in leading complex decision-making processes.
- Budget management experience.
- Solid understanding of the relevant media, including social media.
- Excellent written and spoken communication in English; other European languages are an asset.
- Experience in association management and leadership is an advantage.
- Willingness to travel.



Recruitment Process



Dober Partners has been retained to draw up a shortlist of prospective candidates against the criteria set out in this document, and using their discretion and expertise to recruit a new Association Director, together with the Executive Board.

To apply please send your CV and a letter of motivation to:

→ directorposition@enoll.org

Deadline for applications is 28 February 2021

For further information about this opportunity please contact:

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