



## **MILESTONE INSTITUTE**

**‘We have the vision of Hungary transformed into a country known for contributing pioneering solutions to the principal challenges of the 21st century.’**

### **Context**

The Milestone Institute is embarking on perhaps its greatest transformation since its inception. Having established itself as a stronghold of advanced education, talent development and digitally enhanced instructional design in the CEE region, the time has now come to expand the Milestone perspective on education beyond the walls of the Institute. With this mission in mind, Milestone is dedicating a team of education innovators and consultants to the task of empowering educational institutions in the region, helping them on the path of becoming globally competitive, innovative centres of knowledge sharing and production.

### **Educational Innovation Engagement Manager (4-7 years professional experience)**

The Solutions Lab, Milestone Institute’s Research and Development and Innovation (R&D&I) team, is looking for a highly committed and talented young professional as Educational Innovation Engagement Coordinator. The new team member will be involved in the creation of innovative educational solutions for both external clients (mainly higher education institutions) and Milestone’s own Academic programme.

The Educational Innovation Engagement Coordinator role combines the key elements of a consultancy project manager’s skillset, such as time and resource management, excellent interpersonal skills, creative problem-solving, presentation and communication, with a focus on academic excellence and a professional curiosity towards educational innovation.

**Description of the Position:****Responsibilities****To manage, monitor and review:**

- The delivery of assigned project streams along the entire project lifecycle, under the supervision of senior colleagues.
- The definition and planning of project scope, timeline, budget, and resources with information on the requirements of assigned project streams.
- Interactions with both internal and external stakeholders to build and maintain strong and lasting relationships and ensure impact delivery, under the guidance of senior colleagues.

**To support:**

- The continuous development of Solutions Lab's R&D&I delivery by monitoring and adopting new trends and good practices.
- The sales and business development process with market research, marketing insights, competitor analysis, suggestions for sales strategy.
- Solutions Lab sales by creating and identifying upsell / cross-sell opportunities.
- The development and maintenance of high-level client relationships.
- The Portfolio Manager in planning and managing the scope, timeline, budget, and resources of the entire project portfolio of Solutions Lab.

**To promote and maintain:**

- The delivery of education innovation AND / OR consultancy services.
- The sales and client acquisition process by developing pre-sales materials, sales pitches, and presentations.

**Required Skills and Experience**

- Qualifications
  - Master's degree in a field related to education / business / management, OR
  - Bachelor's degree with 2 additional years of relevant work experience
- Min. 4 years of experience in educational innovation / EdTech / project management / consulting
- Strong project management skills
- Experience with coordinating project teams of 3-5 people
- Excellent stakeholder engagement skills and a strong ability to facilitate consensus and drive decisions with senior stakeholders
- A solid understanding of business problems and needs and an ability to turn them into solutions
- Strong interest in educational innovation

- Excellent oral and written communication abilities in both English and Hungarian, including presentation skills concerning business narratives and storytelling
- Analytical mindset coupled with a problem-solving aptitude
- Proficiency in Google Workspace and Microsoft Office tools (spreadsheet and document editing, creating high quality presentations with PowerPoint)
- Ability to work independently and in a team environment

#### **Optional Skills and Experience**

- Consultancy experience in the Higher Education sector
- Work experience in a think tank or a R&D organisation
- Research skills and experience (academic research AND / OR applied research in a consultancy / business setting)
- Experience with statistical analysis, data analytics, and data visualisation

#### **Conditions of Service:**

- This is a full time post of 40 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary.

#### **Child Safe Recruitment:**

The Institute is committed to child safe recruitment, selection and screening practices and has a child safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children. The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences relating to children;
- Local police check;
- Child Protection Training.

**Application Process:**

Application is by **CV, motivation letter** (not longer than 400 words), and an indication of gross salary expectations, to be submitted via the application link [HERE](#).

We review applications on a rolling basis.

**Additional information:**

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, colour, national origin, age, sex, sexual orientation, disability status.