



Job Advertisement

# Innovation Coordinator

Solutions Lab & Spark Presentation

## Context

The Solutions Lab is Milestone Institute's Research, Development & Innovation (R&D&I) hub. Our mission is to deliver ground-breaking educational concepts and internationally measurable innovative solutions for educational institutions in the region and beyond. We enable our partners to compete with the best in the world and become centres of knowledge transfer that catalyse academic, social and economic development.

The Solutions Lab is currently engaged in a number of education consultancy projects in the Higher Education sector, while we are also working on incubating and spinning off innovations stemming from the Institute's education programmes.

Our team members bring together the experience and values of academia and business, understanding both the social and business aspects of education.

## The role

The Solutions Lab is looking for a highly motivated Innovation Coordinator to support Milestone's R&D&I activities and act as a driving force for delivering a diverse portfolio of projects on time, on budget, and on value. The new team member will have a good overview of all developments brewing in the Solutions Lab and will have a chance to contribute to establishing Milestone Institute as an international leader in the educational innovation / EdTech arena.

The main objective of the Innovation Coordinator is to support Solutions Lab senior management in terms of the development and delivery of new projects with a rigorous administrative and coordination skill set.

The three main areas of responsibility will be:

- Support to the Portfolio Manager in terms of time, budget, and resource management of the Solutions Lab project portfolio
- Coordination of training engagements for Spark Presentation, the first spin-off of Solutions Lab
- Administrative support to senior management

## Core responsibilities

- Support the Solutions Lab team in the development, planning, organisation, and management of all activities related to its projects
- Liaising with external partners and stakeholders
- Communicating across the office, projects, and project stakeholders with information requests, schedule updates, and reports
- Managing schedules, arranging meetings and appointments
- Participating in and documenting stakeholder meetings
- Providing administrative support to senior colleagues
- Supporting research activities by carrying out data gathering and analysis under the guidance of senior colleagues
- Undertaking project tasks as required

## Project portfolio coordination

- Overseeing the administration needs of projects to support overall governance and effective project and portfolio management
- Supporting the Portfolio Manager by maintaining project portfolio budget and resource tracking databases
- Working closely with coordinators of individual projects to monitor and analyse project progress and, when necessary, initiate changes to scope or timeline by escalating issues to the Project Lead and the Portfolio Manager
- Supporting the Portfolio Manager and Project Leads in managing project contracts

## Training coordination for Spark Presentation

- Participating in the entire training lifecycle from sales through delivery to follow-up
- Coordinating e-learning / blended learning tickets across a range of clients
- Maintaining and managing the training calendar
- Acting as the go-between for clients and trainers
- Coordinating development projects with the aim to extend Spark's offer of cutting-edge blended learning courses
- Supporting the sales process as required by the Head of Spark Presentation
- Providing administrative support to the Head of Spark Presentation; managing contracts, billing, and tracking financial performance
- Coordinating Spark Presentation's social media presence

## Senior management support

- Managing internal and external correspondence on behalf of senior management
- Scheduling appointments, maintaining senior managers' calendars, and sending reminders

## Requirements

- High proficiency in both English and Hungarian
- At least a Bachelor's degree in a relevant field
- At least 2 years of experience in a project coordination and/or executive assistant role
- Proficiency in Google Workspace and Microsoft Office tools (spreadsheet and document editing, creating high quality presentations with PowerPoint)
- Strong organisational, multitasking, and synthesising skills
- Ability to manage up and sideways
- Online research skills and an ability to rapidly familiarise yourself with new topics
- Excellent verbal and written communication abilities and an ability to manage internal and external correspondence in a professional manner
- Critical thinking and problem solving
- Ability to work both independently and in a team environment
- Attention to detail
- Design savviness

## Optional Skills and Experience

- Strong interest in educational innovation / EdTech OR consultancy
- Professional experience in the training industry / learning and development field
- Professional interest in social media management
- Aptitude for IT

## We offer...

- Highly-trained, motivated, collaborative teammates
- Opportunities to shape Milestone's educational innovation activities
- Space for growth and advancing your career in a dynamic company
- Exceptional working environment in one of the most beautiful buildings in the centre of Budapest
- Competitive salary

### 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.

## 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](#).

**Application deadline:** 17 March 2023 (We review applications on a rolling basis)

**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.

**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.