

January 2026

## Eurisy Vacancy Notice

### Closing date for applications: 6pm Sunday 8 February 2026

EURISY is an equal opportunity employer and is committed to diversity and inclusion in the workplace.

<b>POST</b>	Operations Manager
<b>DURATION</b>	Fixed-term contract of one year with the opportunity to convert into an open-ended contract; possibility of an open-ended contract immediately for a particularly well qualified candidate.
<b>LOCATION</b>	Paris

## About Eurisy

Eurisy is a European non-profit association constituted under French law, based in Paris. Its members comprise space agencies and other public bodies across Europe, including the European Space Agency (ESA) and the EU Agency for the Space Programme (EUSPA).

Its mission is to disseminate the use of space-based products and services to maximise the contribution space-derived innovations can make to European society, economy and the environment. With this goal in mind, EURISY's role is to support proactively user communities in making increasing use of satellite services.

EURISY is engaged in a wide range of projects working both directly with its members and within European Union programmes such as Horizon and Erasmus+. Its activities are aimed at raising awareness of the advantages of satellite information and services, advising and supporting end-users in their implementation, facilitating the dialogue between end-user communities and the space community, producing and disseminating information on end-users' needs and current use of satellite information and services, and providing European and national decision-makers with feedback from users to inform space programme development.

In a nutshell, Eurisy acts as a facilitator of innovation, a catalyst for collaboration, a matchmaker for people and organisations with common interests in advancing innovation, and as an adviser to policy makers.

The Eurisy executive team is currently comprised of four project officers, a communications officer, a research manager and the Secretary General.

## Job Description

The **Operations Manager** is responsible for leading Eurisy's day-to-day operations, ensuring the effective coordination of administrative, financial, and organisational activities. The post-holder will also oversee Eurisy's business-development activities, identifying and preparing proposals for relevant funding and project opportunities at national and EU level, in line with Eurisy's mission and operational framework.

The Operations Manager will work under the supervision of the Secretary General and in close collaboration with internal team members and external partners. The role requires a high level of autonomy, sound judgement, and the ability to take responsibility for both operational performance and team coordination.

The Operations Manager will contribute to the overall planning and management of projects, preparing inputs and overseeing delivery. He/her will be responsible for ensuring the timely achievement of high-quality outputs within his/her areas of responsibility.

A key dimension of the role is **people management and team coordination**. The Operations Manager will play an active role in supporting, mentoring, and coordinating a team of junior project officers, contributing to a positive, structured, and efficient working environment.

In particular, the Operations Manager will:

- Support the distribution and prioritisation of tasks across the team in line with organisational objectives and deadlines;
- Contribute to the supervision, mentoring, and professional development of junior staff, fostering autonomy and skills growth;
- Encourage effective communication, collaboration, and knowledge-sharing within the team;
- Support the Secretary General in monitoring workloads, performance, and operational risks;
- Promote the use of appropriate digital tools and modern working methods to improve team coordination, efficiency, and project delivery.

## Tasks and Responsibilities:

The Operations Manager will undertake some or all the following activities within their role:

### - Management of Eurisy's operations:

- Manage the end-to-end administrative and financial aspects of Eurisy's projects, including planning, budgeting, monitoring, and reporting to relevant funding institutions,
- Ensure the effective implementation of operational processes required for Eurisy to fulfil its mission and objectives.
- Support organisational planning and contribute to the continuous improvement of internal procedures.

### - Event organisation:

- Plan, coordinate, and deliver Eurisy events, including logistical arrangements, stakeholder coordination, and post-event follow-up.

### - Partnership development:

- Identify potential partners for Eurisy from the space and non-space sectors to carry out joint activities aimed at promoting satellite applications and, more generally, the benefits of space in those sectors.

### - Business development:

- Identify relevant funding opportunities, grants, and projects at national and EU level.
- Lead and coordinate the preparation of project proposals, including consortium building, drafting, submission, and follow-up.
- Manage the proposal development process in coordination with internal and external contributors.

## Qualifications

This position offers a motivated professional the opportunity to take on significant responsibility within a small, dynamic organisation, contributing directly to Eurisy's success while shaping internal practices and ways of working.

We are looking for a candidate with relevant professional experience, ideally developed in an international, project-based environment. Proven interest or experience in the space sector or in technology-driven innovation ecosystems will be a strong asset.

### Essential requirements:

- A minimum of **5 years' professional experience**, including demonstrated experience in project management and in coordinating or supervising team members;
- Master's degree or equivalent qualification in a scientific, technical, or social science discipline;
- **Fluent English**, with excellent oral and written communication skills;
- **Working knowledge of French** is highly desirable and will be considered a strong asset;
- Strong organisational, analytical, and drafting skills;
- Proven ability to manage multiple priorities and meet deadlines;
- Good communication and problem-solving skills;
- Ability to work both autonomously and as part of a team;
- Ability to interact sensitively and effectively with interlocutors from diverse cultural and professional backgrounds.

### Additional assets:

- Experience with EU-funded programmes and proposal preparation;
- Interest in and awareness of how **digital tools and emerging technologies** (e.g. collaborative platforms, AI-assisted tools, workflow automation) can support efficient project delivery and team management;
- Experience with modern communication channels, including social media;
- Ability to create clear and attractive visual materials using tools such as Canva;
- Strong general computer literacy (Google Workspace, MS Office, spreadsheets, presentations, databases, web-meeting platforms);
- Highly motivated, curious, proactive, and collaborative mindset.

## General Conditions

- A full-time one-year position under French law with the option to convert to a permanent contract; for a particularly well qualified candidate it may be possible to offer a permanent contract straight away;
- A competitive remuneration package within in the wider supportive French social support system (reimbursed healthcare, considerable employment protections etc);
- The financial compensation will be commensurate with the qualifications and skills of the successful candidate (no more than 65K€ year before individual taxes and social);
- Holidays and flexitime (recuperation de temps de travail) of some 49 days in total;
- An international and multicultural work environment in an exciting and dynamic field with the ability to travel for missions (up to around half a dozen times a year);
- A flexible working environment with up to 9 days of home working per month and max. 2 per week.

**Specific requirement:** Candidates must have the authorisation to work in France. Upon appointment (and after any transitional period) they will be required to work from the Eurisy office in Paris other than during home working.

## How to apply

Send your CV and cover letter (maximum 2 pages each) clearly stating your motivation relative to this job, in English, addressed to the Eurisy Secretary General, via e-mail to [eurisy@eurisy.eu](mailto:eurisy@eurisy.eu) including in the subject [SURNAME\_Operations Manager]. (File attachments should be in .pdf format.)

**Closing date for applications: 6pm Sunday 8 February 2025**