



Grant Desk coordinator ENGAGE.EU

- **Category A position**
- **Open to contractual staff only**
- The position is offered on a fixed-term public-law contract, full-time, for a period of 24 months, renewable subject to certain conditions.
- Salary: 3 400 € bruts mensuels
- **Start date: : 04/01/2027**

ABOUT ENGAGE.EU

ENGAGE.EU is a European University Alliance committed to fostering societal change by addressing both existing and emerging challenges such as digitalisation, climate change, migration, the energy crisis, and economic deglobalisation, in Europe and beyond. Our ambition is to develop solutions for a sustainable and positive future.

ENGAGE.EU empowers students and learners to embrace social responsibility, act as engaged European citizens, and make a meaningful contribution to society. This ambition is supported by dedicated and effective research, teaching, and innovation ecosystems.

With more than 125,000 learners and 14,000 staff, ENGAGE.EU brings together ten leading European research universities specialising in business, economics, and social sciences. As strong partners within their respective regional ecosystems, the Alliance draws on extensive expertise in understanding societal change, fostering societal development, and strengthening economic capabilities.

ENGAGE.EU is now looking for a Grant Desk Coordinator to strengthen its capacity to identify, develop, and coordinate European funding opportunities across the Alliance.

The position will play a key role in helping ENGAGE.EU respond to European funding opportunities more swiftly, strategically, and cohesively. Acting across institutional boundaries, the Grant Desk Coordinator will connect expertise, facilitate collaboration between grant professionals and researchers, and help turn the Alliance's strategic priorities into strong, well-timed European project proposals.

This is a highly collaborative role at the heart of a dynamic European university alliance, offering the opportunity to work with leading institutions, diverse academic communities, and stakeholders across Europe.

The Grant Desk Coordinator will be recruited by Toulouse Capitole University, while working primarily on behalf of the ENGAGE.EU European Alliance.

ABOUT TOULOUSE CAPITOLE UNIVERSITY

Building on a long-standing academic tradition, Toulouse Capitole University became a public experimental institution (Établissement public expérimental) on 1 January 2023.

The institution currently brings together the Toulouse School of Law, Toulouse School of Management, the Faculty of Administration and Communication, the Faculty of Computer Science, the IUT of Rodez, as well as two constituent institutions: Toulouse School of Economics and Sciences Po Toulouse.

With nearly 20,000 students, 700 academic staff and 600 administrative and support staff, Toulouse Capitole University contributes significantly to the academic and international profile of the Toulouse region.

KEY RESPONSABILITIES

The Grant Desk Coordinator will:

- Continuously monitor the European funding landscape and identify, well in advance, funding opportunities that are relevant to ENGAGE.EU's mission, strategy, and thematic priorities.
- Set up and initiate competitive proposals development across ENGAGE institutions that strongly align with the shared thematic interests of its members
- Support project development, facilitate consortium building, and arrange the admin process to deliver high-quality proposals matching with the Alliance's strategic priorities
- Facilitate cross-institutional collaborations to acquire funding, mainly under Horizon Europe Pillar II and III, with the goal to make the alliance competitive for the upcoming FP10 developments and foster its financial sustainability for the future.
- Connect experts across different institutions based on the matching between their expertise, the strategic priorities of the different institutes, and the vision of ENGAGE, in order to increase the chances to acquire funding for R&I initiatives.
- List, follow up and Report to the ENGAGE Governance about the existing ENGAGE.EU European funding projects for ENGAGE.EU
- Capitalizing on experience, develop a toolkit for facilitating the development of ENGAGE.EU project development and proposal writing

This role is not expected to provide domain-specific expertise in every field in which ENGAGE.EU operates, as that expertise is embedded within the Alliance's member institutions. Rather, the Grant Desk Coordinator will bring a unique ability to navigate across institutional boundaries, maintain a coherent overview of the European funding landscape,

build trusted relationships with grant professionals across the Alliance, connect the right people and expertise at the right time and support the writing of proposals.

KEY FEATURES OF THE POSITION

- Remote working is possible, offering flexibility;
- Excellent command of English, both written and spoken, is essential, including the ability to draft high-quality documents and facilitate meetings;
- Opportunity to work in a highly interdisciplinary environment;
- Work within a dynamic, multicultural and genuinely European environment;
- Occasional travel within Europe will be required to attend meetings, workshops, and Alliance events.

REQUIRED SKILLS AND EXPERIENCE

Knowledge and professional skills

- Mid-to-senior position, with experience in coordinating cross-institutional initiatives
- Excellent written and oral communication skills in English, including the ability to draft reports, proposals, and other professional documents;
- Strong experience in European project development and funding applications, particularly:
 - Horizon Europe, especially Pillar II and EIT HEI Calls
 - Erasmus+, particularly Key Action 2;
- Good knowledge and understanding of European Universities Alliances and their specific institutional and collaborative context;
- Experience in coordinating international and multi-institutional projects;
- Strong meeting facilitation and coordination skills in an international environment;
- Ability to work independently while contributing effectively to a collaborative team;
- Ability to understand complex funding schemes and translate strategic priorities into actionable project opportunities.

Personal qualities

- Strong teamwork and collaborative skills;
- Diplomacy, empathy, and interpersonal awareness;
- A balance of rigour, organisation, and adaptability;
- Proactivity and a strong sense of initiative;
- The ability to navigate effectively through complex institutional, international, and multicultural environments;
- A strong interest in European cooperation, higher education, research, and societal challenges.

WHY JOIN ENGAGE.EU?

Joining ENGAGE.EU means becoming part of a unique European academic ecosystem bringing together leading universities, researchers, professional staff, and learners around shared societal challenges.

As Grant Desk Coordinator, you will have the opportunity to work at the intersection of European funding, research, innovation, and international cooperation, helping shape the Alliance's capacity to develop ambitious and high-impact projects.

You will play a central connecting role across institutions and disciplines, contributing directly to the development of ENGAGE.EU's European strategy and to its ambition to create lasting societal impact.

POINTS FORTS

- Contribution à des projets structurants et motivants.
- Travail au sein d'une équipe engagée et solidaire au bénéfice des usagers.
- Formation des personnels
- Restauration collective
- Prise en charge partielle des frais de transports

CONDITIONS D'EXERCICE FAVORABLES

- 41 jours de congés + 15 jours de RTT pour année complète à temps plein
- Compte Epargne Temps
- Télétravail possible
- Cadre de travail en centre-ville avec parking
- Transports en commun à proximité
- Activités sportives variées

POSTULER

La candidature (**lettre de motivation et *curriculum vitae***) sera envoyée par courriel avant le 30/10/2026 à la Direction des Ressources Humaines, à l'adresse : utcapitolerecrute@ut-capitole.fr en indiquant le **titre du poste dans l'objet**.

Date prévue des entretiens **06/11/2026**

Renseignements



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