Intern - Consultant in Research and Innovation

Job description

JOB PURPOSE

The Intern Consultant, guided by a Consultant, will support the end-to-end development of Research & Innovation (R&I) proposals. This role provides hands-on experience in consulting practices, stakeholder engagement, R&I and business operations. It offers a learning platform to build core consulting skills while ensuring smooth proposal delivery and consistent, positive engagement with Customers, while having an active role in supporting company improvement.
You will be joining a team working on **Sustainability and One Health**.

PRIMARY RESPONSIBILITIES

- Reading and understanding calls for proposals from the European Commission, defining project's objectives, concept and the profile of potentially interested companies,
- Scan relevant policies and frameworks,
- Prospecting new clients in relation to a specific call, by building stakeholder contact lists and engagement tools,
- Communicating with clients and research partners,
- Update the company CRM system,
- Prepare meeting agendas, minutes, and schedules,
- Advising and elaborating with clients on financial, administrative (eligibility of costs, reporting period, guidance on EU rules) and technical content (project objectives, ensuring full compliance to the call, definition of work packages, etc),
- Help draft non-technical proposal sections and format documents,
- Update KPIs and track progress,
- Create charts, tables, and dashboards,
- Support the overall process of budget drafting and validation,
- Prepare, organise and actively contribute to meetings,
- Overall support in the drafting and project elaboration.

SCOPE OF DECISION MAKING

Under the mentoring of an experienced consultant:

- Task Prioritisation under the guidance of a Consultant: Choosing which assigned tasks to tackle first based on urgency and complexity.
- Information gathering: Deciding what sources to consult, which stakeholders to engage with, and how to structure research.
- Drafting and proposing ideas: Creating initial versions of frameworks, templates, or proposal content recommendations for review.
- Meeting contributions: Offering insights, asking clarifying questions, and suggesting process

improvements within the scope of their call.
- Communication: Elaborate emails, propose key messages to be delivered, find relevant communication channels, considering available information.

ROLE DIMENSIONS

Success metrics

- Timely delivery of assigned tasks and project contributions.
- Quality and clarity of written deliverables (e.g. emails, meeting minutes, pptx, proposal content drafts, budget templates, Gantt charts, Work Plans)
- Engagement and responsiveness in team collaboration.
- Demonstrated learning and growth in consulting competencies.
- Initiative and autonomy (according to the position requirements)

Scope of influence

Under the mentoring of an experienced consultant:
- To engage with Partners and Consortium
- Collaborate on research, analysis, and proposals with other team members
- Interact and actively cooperate with the team within and beyond his/her Business Unit.

SKILLS

Required:

- Strong interest in science, research and innovation.
- Excellent communication (written and spoken) skills in English.
- Ability to interpret funding calls, technical content, scientific articles, policy documents and eligibility criteria.
- Desk research and synthesis of complex information skills (to support proposal and stakeholder analysis).
- Document handling (naming conventions, version control, shared folders).
- Meeting preparation (agenda, minutes, scheduling, ppt, moderation).
- MS Office and/or Google workspace proficiency (Word, Excel, PowerPoint, Gdrive).
- Structured, coherent and audience appropriate written communication (emails, briefs, summaries).
- Responsive and respectful communication (incl. active listening and feedback handling).
- Self-management, initiative, task prioritisation, and reliable follow-through with minimal supervision
- Flexibility in fast-paced, multi-project environment (to handle shifting priorities and evolving tasks)

- Eagerness to learn, ask questions, and explore beyond assigned tasks.
- Out-of-the-box thinking, idea generation, and flexible problem-solving approaches.
- Integrity, confidentiality, accountability, and alignment with organizational values.
- Ability to communicate openly with managers, reporting honestly and seeking clarification when needed.
- Curiosity: openness to learning and exploring new ideas.

Preferred:

- Bachelor's and/or Master's in unit-relevant fields (Agrifood tech, biology, biotechnology, bioeconomy, soil or agricultural studies, health or a related field).
- International experience, in work or education environments.

DEVELOPMENT IN ROLE

- Familiarity with EU funding programs and policy frameworks
- Good understanding of project drafting principles
- Ability to prioritize and manage time across multiple tasks
- Comfort with public speaking or presenting in small groups
- Interest in sustainability, innovation, or social impact themes
- Ability to explore new topics independently
- Strong communication skills and ability to lead meetings.
- Attention to detail in general
- Demonstrated capability to engage in inquiry and feedback-seeking for continuous improvement
- A sense of initiative and creative problem-solving ("magic touch")
- Capacity for connecting ideas and people across teams
- Negotiation skills
- Capacity to think critically and solve problems.

WHY JOIN US?

Learn core consulting skills through hands-on work on real proposals, with an experienced Consultant as your mentor. You will be part of a dynamic, international team working on high-impact projects tied to European innovation, within a growing company that values autonomy and continuous improvement. The internship is paid € 920 (gross) per month and you'll be based in a nice office in the center of Bordeaux.

APPLICATION PROCESS

Send your CV and a short (500-word maximum) cover letter, in English, to **julio.viotti@efund.fr**