3.4 Job Posting for R&I Support Staff at **TSP**.

Tartu Science Park

Eligible sending organisations •

ULUS

Role title •

R&I Support Staff in Project Management

Environment •

During your funded secondment at the Tartu Science Park, **you'll join an innovation ecosystem** working at the intersection of academia, industry, and public stakeholders. You'll **support real R&I and innovation activities**.

The science park is an international growth center for science and technology-intensive companies. The science park creates an environment that encourages innovation, knowledge, and technology transfer to support entrepreneurs in implementing new insights and technologies.

The statutory goals of the science park are as follows:

- Developing a business environment in Tartu that fosters innovation and knowledge and technology transfer - a science park.
- Supporting new technology-based companies in developing innovative products and services.
- Providing services and organizing training aimed at increasing the international competitiveness of South Estonia.
- Creating an attractive business environment for companies through real estate development.

During the secondment, you will be directly involved in organising events, training sessions, and networking opportunities, giving you hands-on experience in managing innovation-driven activities.

You can learn more about Estonia's start-up ecosystem here.

What you will work on

- Coordinating project activities, training sessions and mentoring programmes.
- Managing project documentation, budgets and reporting.
- Contributing to the creation of project marketing and dissemination materials and documenting results.
- Cooperation projects, proposal writing together.
- Funding call shortlist: Identify relevant calls and compare objectives, eligibility, deadlines and expected outcomes against the most promising project ideas.
- Consortium development: Map the expertise needed for that concept, identify potential partners and propose complementary roles and contributions.
- Project concept and handover: Draft objectives, activities and expected outcomes.

What you will gain

- **Funding development skills:** Practise assessing call fit and shaping a project concept and complementary consortium.
- **Hands-on experience supporting innovation activities**, including how research results are communicated and connected to stakeholders.
- **Practical exposure to technology transfer and valorisation** (e.g., identifying exploitable results, shaping valorisation pathways, basic TRL/CRL thinking).
- A practical view of **venture creation** fundamentals (from idea to value proposition and market fit).
- **Stronger skills** in cross-sector collaboration (academia–industry matchmaking, stakeholder engagement, and understanding the funding landscape).
- Be part of the organisation of the sTARTUPDay 2027 **business festival on 17-19th of Aug 2027** as a TSP team member.
- Trainings and bootcamps organised by TSP for start-ups.

Desired profile

- Interest in innovation support and/or R&I project operations (administrative, managerial, communication, or technical support roles).

- Comfort working with teams and stakeholders (coordination, follow-up, organising information).
- Motivation to learn in a cross-sector environment.

Duration & Flexibility

1 month between May and November 2027

Can be split into **up to 4 shorter stays** (short modular visits within the 1-month total), subject to agreement.

July is the typical vacation period in Estonia.