Job Announcement

Communications Officer

Inclusive Science Cluster

We are seeking a dynamic Communications Officer to support our activities in EU-funded projects related to gender equality and innovative education methods.

The role

The ESF is a non-profit organisation dedicated to supporting high-quality science operations by providing specialized services. We operate in the EU and wider European environment and collaborate with major scientific stakeholders in various fields. See more information at ESF-SC_in-a-nutshell-Leaflet_April2022.pdf

As Communications Officer, you’ll manage autonomously several communication work packages for EU-funded projects related to inclusive science (gender equality, education, responsible research...), spanning the entire process from strategy development through to implementation of the operational activities, ensuring that the objectives are delivered within budget, on time and to the quality required, and that communication with all types of stakeholders is enhanced through the project life cycle.

Key relationships

Internal: reporting to the Communications Manager, the Communications Officer will be a key member of the ESF Communications team with a role to play in raising awareness of EU-funded projects’ activities and outputs through online content and engagement activities. They will also specifically interact with the Inclusive Science team.

External: key external relationships include project partners, comms peers working in sister projects related to gender equality. Key audiences will vary according to each project but generally include the research community, research funding organisations, decision-makers in higher education, policymakers, NGOs, and general public.

Main activities and responsibilities

Manage communication tasks and work packages

▪ Develop and maintain communication and dissemination strategies for specific projects, providing a regular schedule of communication and outreach activities;
▪ Build strong relationships with project partners, regularly meeting with them for project updates; encouraging and supporting them to implement planned communication activities within the project;
▪ Ensure task and work package objectives are delivered within budget, on time and to the stand and quality required;
▪ Evaluate the projects’ impacts, report on tasks and work packages;
▪ Participate in drafting proposals for EC-funded projects.

Implement operational tools

▪ Assimilate often complex information and produce engaging articles for non-scientific audiences;
▪ Be proactive, seeking out new ideas to form the basis of media content;
▪ Produce digital content to engage with online audiences: social media posts, blog posts, newsletters, banners, simple-format videos;
▪ Identify and engage with key stakeholders for the uptake of project outputs;
▪ Produce press releases, manage media relations.
Coordinate outreach activity across projects
- Work with partners to identify publication opportunities and events to attend, guide the development of activities;
- Coordinate high-level international events (conferences, workshops) with multiple stakeholders.

The Communications Officer should demonstrate the following competencies:

Specific competencies
- Master’s degree in communication;
- At least 5 years professional experience in positions related to communication/science communication at corporate/project level;
- Proven experience leading communication activities for EU projects funded under Horizon 2020;
- Solid knowledge of digital ecosystem;
- Recent and relevant experience managing Twitter, LinkedIn and Facebook platforms and managing digital platforms and using tools such as Hootsuite, Wordpress, Canva and Mailchimp;
- Experience in developing a social media presence and managing promotional campaigns;
- Excellent command of both written and verbal English;
- Excellent communication skills, both written and verbal;
- Ability to assimilate complex information and communicate concise and clear messages to non-scientific audiences;
- Recent experience managing website CMS software, specifically Wordpress;
- Experience with graphic design and edition software, such as Illustrator, Photoshop and InDesign, knowledge in video editing will be considered an asset;
- Experience related to gender equality or scientific communication will be considered an asset.

Inter-personal competencies:
- Proven organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
- Excellent communication skills across cultural and scientific boundaries, showing diplomacy and tolerance;
- Excellent presentation skills;
- Ability to work independently and show initiative.

Employment conditions:
This position empowers a communication specialist with top-class learning in a very pleasant and dynamic environment.

- The position is expected to be full-time (100% FTE) and will start as soon as possible.
- The contract is offered for a duration of 18 months + possible extension.
- The person selected for the position will be working from the ESF Headquarters in Strasbourg. The position will involve some travel.

Please send your application (cover letter + CV in English) by 23 December 2022 to jobs@esf.org quoting the following reference COMOFF23. Interviews will be held online during January.

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