

Communications Manager

The Communications Manager will lead and oversee all aspects of ESF's communication activities, including corporate and internal communications. This role will be responsible for implementing and refining the organisation's communication framework, developing tools, and managing relationships with external agencies. In addition, the Communication Manager will supervise and support ESF communication's team, fostering professional growth and ensuring high-quality, aligned communication practices for project-related activities.

The position will report to Chief Executive.

Key Responsibilities

Strategic Communication Management

- Develop and implement ESF's overall communication strategy, ensuring alignment with organisational objectives and ESF' current strategic plan.
- Define and maintain a coherent communication framework, including guidelines, standards, and tools.
- Ensure consistency and quality across all communication channels and materials.
- Monitor and critically assess the impact and success of ESF's communication activities, providing recommendations for improvement.

Corporate and Internal Communication

- Oversee corporate communication activities, including branding, media relations, and public engagement.
- Develop and manage internal communication to promote transparency, engagement, and organisational culture.
- Supervise ESF's online presence, including website content and social media channels, ensuring alignment with corporate communication objectives.
- Prepare and review key messages, press releases, and official statements.

Team Leadership and Development

- Communicate clearly to the team the vision, strategy, and priorities of ESF, explaining how these affect unit objectives. Motivate the team to seek challenges, achieve strategic goals, and perform beyond expectations.
- Manage and mentor the ESF communications team, ensuring effective workload distribution and professional development.
- Promote best practices and continuous improvement within the team.
- Monitor and evaluate team performance against objectives.

Event Organisation

- Oversee the organisation of ESF high-level, large-scale international events (conferences, workshops) with multiple stakeholders, managing communications around the event (social media, brochures, outcomes messaging).

External Relations

- Coordinate media outreach and maintain strong relationships with journalists and stakeholders.
- Act as the primary point of contact for external communication agencies and service providers.

Project Communication Support

- Ensure high-quality communication deliverables for ESF projects (in particular projects supported by the European Commission), including reports, publications, and digital content.
- Provide guidance and oversight to ensure compliance with organisational standards.

Financial and Performance Management

- Take responsibility for managing and achieving budgets for specific activities in line with ESF Financial Rules and Delegated Financial Authority.
- Provide required information to Administration and Finance for budgetary processes.

The Communications Manager should demonstrate the following competencies:

Specific Technical Competencies

- University degree in communications, or equivalent experience. At least 10 years' experience in communication departments or agencies, preferably in a scientific context.
- Demonstrable experience in communications management and organisation of high-level, large-scale events.
- Ability to produce high-quality publications and presentations.
- Proven creativity in communications strategy and implementation.
- Proven people management experience within a performance-driven organisation.
- Proven management experience, including delivering projects within an agreed budget.
- Basic knowledge of European and national research organisations and institutions, and of European and international science policy (an asset).
- Demonstrable experience in writing papers, reports, publications, and presentations.
- Excellent command of English; working knowledge of another European language is an advantage.
- Good working knowledge of MS Office systems and electronic databases and websites.

Specific Personal Competencies

- Proven organisational skills and capacity to deliver on allocated tasks and meet deadlines.

- Excellent communication skills across cultural and scientific boundaries, showing discretion, diplomacy, and tolerance.
- Enthusiasm for the benefits excellent science can bring.
- Excellent presentation skills.
- Action-oriented and responsible.
- Creative, proactive, and improvement-minded.
- Transparent and team-oriented work ethic.
- Positive and constructive attitude.

Why Join ESF?

At the **ESF**, we are committed to advancing science and fostering collaboration across Europe and beyond. Joining ESF means becoming part of a dynamic, international environment where your work directly supports scientific excellence and innovation. We offer:

- **Impactful Work:** Contribute to shaping the scientific landscape and supporting research communities at a European level.
- **Collaborative Culture:** Work with a diverse team of professionals and stakeholders from across Europe.
- **Professional Growth:** Opportunities for continuous learning and skill development.
- **Inclusive Environment:** A workplace that values diversity, transparency, and mutual respect.
- **Work-Life Balance:** Flexible working arrangements and a supportive organisational culture.

Employment conditions:

- This full-time position based in Strasbourg (France) is expected to start as soon as possible.
- Permanent contract.
- The position may involve some travel.

Please send your application (cover letter + CV in English) by **06 February 2026** to jobs@esf.org quoting the following reference **COMMMGR26**.

1st round Online interviews + 2nd round interviews in Strasbourg beginning of February 2026.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender, sexual orientation, age, ethnic, national, cultural or social origin, skin colour, physical appearance, religion or beliefs, marital or parental status, mental or physical disability, political opinion, social or economic situation, or health status.