

Communication Officer

Vacancy - Terms of reference

Job description

JOB TITLE: Communication officer

PURPOSE: Support the Chief Communication Officer and contribute to the implementation of the communication strategy and, updating and managing the online channels, developing written and visual contents, liaising with international media, supporting the organisation of events, tracking performances.

LOCATION: LifeWatch ERIC Service Centre premises in Lecce (Italy)

POSITION: Full-time, max 12 months (with the possibility of developing into a stable position)

Main accountabilities

- I. S/he will work under the supervision of, and directly report to, the Chief Communication Officer for the communication activities of LifeWatch ERIC, supporting the implementation of the Communication Strategy and the outline of plans for projects and initiatives;
- II. S/he will contribute to institutional communication to support the Chief Executive Officer in the communication of his activities for LifeWatch ERIC, producing articles and press releases, drafting statements and updating, if necessary, social media accounts on her/his behalf, working under the supervision of the Chief Communication Officer;
- III. S/he will manage and update the website, social media and other LifeWatch ERIC digital accounts, collecting and developing relevant contents for the different communication channels of LifeWatch National Nodes;
- IV. S/he will write and send communications to members and the press, liaising with and monitoring national and international media, manage the LifeWatch ERIC contacts database and carry out mailing campaigns and newsletter publication;

- V. S/he will develop and implement written and visual content for internal and external initiatives ensuring consistency with the LifeWatch ERIC communication policy and visual identity;
- VI. S/he will contribute to the organisation of scientific events and LifeWatch ERIC participation in exhibitions and major conferences, taking care of logistics and production of necessary materials, as well as relations with scientific media and specialised press;
- VII. S/he will support LifeWatch ERIC and its National Nodes in communicating outputs in a coherent and effective manner to various stakeholders;
- VIII. S/he will support the Chief Communication Officer and Administration in the definition and monitoring of the communication budget, its related contracts and outputs.

The ideal candidate should meet the following requirements

- Have at least a three-year university degree or equivalent qualifications in Communication Sciences, Journalism, Marketing and/or Public Relations;
- 4-5 years of accredited professional experience as communication officer at the European level in research infrastructures, universities, agencies, European institutions or international organisations, on international projects and initiatives
- Accredited professional experience in the communication of science, in particular in the area of biodiversity and ecosystem research and bioinformatics
- Experience as a web editor and with website Content Management Systems, in particular Wordpress, newsletter editing and managing social media, as well as experience with primary software packages for tracking performances and analytics,
- Experience in liaising with media, drafting press releases and official statements,
- Excellence in writing and editing, as well as spoken fluency in English (C1/C2 level). Skills in other European languages (in particular Italian) are desirable,
- Advanced knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) and MS Office (Word, Excel, Power Point),
- Proven organisation and communicative skills, capable of working in teams and under tight deadlines, in international environments and in multi-language contexts,
- Be available to travel abroad according to the specific working needs of this position.

The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae* (EUROPASS format, 4 pages at the most) shall be written in English and addressed to the Chief Communication Officer using this form <https://zfrmz.eu/EAzBNLR9ABdGUncggjel> by **25th January 2021**.
- Only shortlisted candidates will be re-contacted by **1st February 2021**.
- Candidates may be called for an interview with the LifeWatch ERIC **Chief Communication Officer** and Service Centre Director and asked to undertake appropriate tests. Interviews will take place from **15-19 February 2021**.
- S/he will be appointed for a 12-month period. A competitive gross salary, 33.000€ – 38.000€ based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy and will follow Italian employment law.
- This position is full-time. The office will be located at the Service Centre premises in Lecce, subject to the establishment of other locations in the future.
- Start date in the office for the appointed Communication Officer will be: **1st March 2021**.

** Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.*