

EU Project Communication Officer

Vacancy – Terms of reference

Job description

PURPOSE: Take care of LifeWatch ERIC activities planned within Horizon Europe communication and dissemination work packages, produce content for related European projects and initiatives, support the Chief Communication Officer and her team in contributing to the implementation of the communication strategy and performance tracking.

JOB TITLE: EU Project Communication Officer

LOCATION: Service Centre premises in Lecce, Italy

POSITION: Full-time, 12 months

FUNDING RESOURCES: Marine SABRES, MARBEFES, BIO-DT and other European Projects

Main responsibilities

- 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, liaising between project consortia and the LifeWatch ERIC Communication Team;

- S/he will be responsible for planning and implementing the communication and dissemination of EU projects in which LifeWatch ERIC is involved, as leader or partner, with specific tasks in the communication Work Packages, for example, by liaising with the LifeWatch ERIC project manager and consortium, supporting the creation of websites and related content, organising events and campaigns, participating to periodical meetings, etc.;
- S/he will be in charge of the development, maintenance and management of project websites (e.g. producing and updating content, assessing performance, CMS, etc.) the editing of project newsletters and management of social media accounts, organisation of events and implementation of other communication activities, when LifeWatch ERIC is tasked with this responsibility;
- S/he will take care of keeping track of related performances and of drafting all relevant reports and deliverables;
- S/he will work closely with LifeWatching Web TV and the Science Communication Specialist in writing and planning video materials, as well as recording interviews;
- S/he will take care of following other EU Projects in which LifeWatch ERIC is involved to disseminate news and activities;
- S/he will contribute to the drafting of communication work packages and project proposals.

The ideal candidate should meet the following requirements

- A university degree or equivalent qualifications in Communications, Journalism, Environmental Sciences, Biological Sciences, or another relevant field;
- At least 3 years of accredited professional experience in communications/science communications at the international level in European project consortia, research

infrastructures, universities, agencies, European institutions or international organisations;

- Experience in designing audio visual contents and in graphic design and familiarity with editing software, knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) and MS Office (Word, Excel, Power Point);
- Advanced experience in WordPress management and updates, as well as experience with primary software packages for tracking performances and analytics;
- Experience in developing and updating social media accounts and managing promotional campaigns;
- Accredited professional experience in science communication, in particular in the area of biodiversity and ecosystem research and bioinformatics;
- Excellence in writing and editing, as well as spoken fluency in English (native speaker or certified C1/C2 level). Skills in other European languages (in particular Italian) are desirable;
- Ability to assimilate complex information and communicate concise and clear messages to scientific and non-scientific audiences;
- Proven organisational and communicative skills, capable of working in teams and to tight deadlines, in international environments and in multi-language contexts, ability to work independently and accurately and to be assertive;
- Availability to travel abroad according to the specific working needs of this position;
- Knowledge of European Union institutions and funding programmes is highly desirable.

The vacancy is subject to the following procedure

- A **short covering letter** and **Curriculum Vitae¹ (EUROPASS format and annexes, 4 pages at the most)** shall be written in English and addressed to the **Chief Communication Officer** by **17 February 2023**. Please use the form available at this link: <https://zfrmz.eu/00Tg7m9cfVR050h9fXlp>
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview with the Chief Communication Officer. Interviews will take place from 20 February 2023 to 24 February 2023 indicatively;
- S/he will be appointed for a 12-month period. A competitive gross salary, 33.000,00 - 38.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, and follow Italian employment law;
- This position is full-time. Her/his main office will be located at the Service Centre premises in Lecce, Italy, without prejudice to the establishment of others in the future;
- Start date in office for the EU Project Communication Officer: 01 March 2023.

LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of race, gender, age, national origin, or sexual orientation.

¹ *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.*