

LifeWatch ERIC

e-Science European Infrastructure
for Biodiversity and Ecosystem Research



Service Centre

Communication Officer

Terms of reference

25 January 2019

Job description

JOB TITLE: Communication Officer

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

Position: Full-time, Max. 24 months

Main accountabilities

- I. She/he will be working under the supervision of and directly report to the Interim Chief Communication Officer for the communication activities of LifeWatch ERIC, supporting the implementation of Communication Strategy and the outline of plans for projects and initiatives;
- II. She/he will be contributing to the institutional communication supporting the Chief Executive Officer in the communication of his/her activities for LifeWatch ERIC, producing articles and press releases, drafting statements and updating, if needed, social media accounts on his/her behalf, working under the supervision of the Chief Communication Officer;
- III. She/he will be managing and updating the website, social media and other digital accounts of LifeWatch ERIC, collecting and developing relevant contents for the different communication channels of LifeWatch National Nodes;
- IV. She/he will be writing and sending communications to members, press, liaising with and monitoring national and international media, managing LifeWatch ERIC contacts' database and carrying out mailing campaigns and newsletter publication;
- V. She/he will be developing and implementing written and visual content for internal and external initiatives ensuring consistency with LifeWatch ERIC communication policy and visual identity;
- VI. She/he will be contributing to the organisation of scientific events and LifeWatch ERIC participation to exhibitions and major conferences, taking care of logistics and production of necessary materials, and relations with scientific media and specialised press;
- VII. She/he shall be supporting the LifeWatch ERIC and its National Nodes in communicating outputs in a coherent and effective manner to various stakeholders;
- VIII. She/he will be supporting the Interim Chief Communication Officer and Administration in the definition and monitor of communication budget, its relevant contracts and productions.

The ideal candidate should meet the following requirements

- Have a higher university degree or equivalent qualifications in Communication Sciences, Journalism, Marketing and Public Relations
- 4-5 years of accredited professional experience as communication officer at the European level in research infrastructures, universities, agencies, European institutions and international organisations, on international projects and initiatives
- Accredited professional experience in communication of science, in particular in the area of biodiversity and ecosystem research and bioinformatics
- Experience as web editor and with website Content Management Systems, in particular LifeRay, newsletter editor and social media manager
- Experience in liaising with media, drafting press releases and official statements
- Excellence in writing and editing, as well as spoken fluency in English (C1 level). Skills in other European working languages are beneficial
- Advanced knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) and MS Office (Word, Excel, Power Point)
- Proven organisation and communicative skills, keen in working in team and under tight deadlines, and international environment and multi language contexts
- Be available to travel abroad for 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) should be submitted to the Interim Chief Communication Officer (sara.montinaro@lifewatch.eu) and in cc to Service Centre Interim Director (alberto.basset@lifewatch.eu) by **February 23rd, 2019**. Please write “**SC Communication Officer Candidature**” in the mail subject;
- Shortlisted candidates will be contacted directly by the LifeWatch ERIC Interim Chief Communication Officer;
- Candidates may be called for an interview with the LifeWatch ERIC Interim Chief Communication Officer and Interim Service Centre Director;

- She/he will be appointed for a 24-month period maximum. A competitive salary, 33.000€ – 38.000€ based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, follow Italian employment law and be subjected to 60-day trial period;
- This position is a full-time job. Her/his main office will be located at the Service Centre premises in Lecce without prejudice of the establishment of others in the future;
- Start date in office for the appointed Communication Officer: **April, 1st 2019.**

* 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.