

# Vacancy

## Communications Officer

The Communications Officer is responsible for supporting the Communications Team in all digital aspects, as well as with publications.

### The Association

Science Europe is a membership association of national public European research funding and research performing organisations from 30 countries. Based in Brussels, we promote the collective interests of our Member Organisations through our advocacy work and support them in their efforts to foster European research and innovation by offering a forum for collaboration. We contribute to the development of robust research policies in Europe and to the European Research Area through engagement with key partners at European and international levels.

### The Position

We are looking for a digital-savvy Communications Officer to join our office in Brussels.

As a Communications Officer, you will contribute to the implementation of the communications strategy and action plans of Science Europe, as part of the Communications Team. This is a full-time position reporting to the Communications Manager and the Secretary General.

### Responsibilities

- Support the implementation of Science Europe's communications roadmap and the activities of the Working Group on Communication.
- Produce news items, newsletters, and develop communication notes for press requests and editorials.
- Design visuals and graphic materials, and layout documents for publication.
- Proofread documents produced by Science Europe (English language).
- Manage updates to Science Europe's website (Umbraco CMS).
- Manage the preparations and logistics of Science Europe's digital and physical events (meetings, webinars, conferences).
- Audit and update Science Europe's contact database.
- Liaise with external providers as necessary.
- Support the co-ordination and monitoring of Science Europe's social media channels.
- Support and co-ordinate the preparation of summary documents for the General Assembly and Governing Board.

## Credentials

We are looking for a candidate who has:

- Ability to synthesise the activities and advocacy messages of Science Europe in executive summaries, press notes, and reports.
- Full proficiency in the English language (native level) with excellent communication, written, and listening skills. English is the working language of both the Office and the association.
- Advanced digital skills, including experience with content management systems (such as Umbraco, WordPress, or others), email marketing services (such as MailChimp), visual design (such as Adobe Creative Cloud, Canva) and database management. Video editing skills, experience with web analytics, and with online survey tools are considered a plus.
- Proficiency in Microsoft Office, including PowerPoint.
- Experience with social media (X, BlueSky, YouTube, and LinkedIn).
- Experience in organising in-person events, as well as digital ones (such as via Zoom and Teams).
- Ability to work both in a team and independently, on own initiative.
- Ability to manage multiple priorities and work effectively with tight deadlines.
- Attention to details.
- A minimum of 3–4 years professional experience.

## Desirable qualifications and experience

- Knowledge and/or experience of European research policy.
- Experience working in a scientific or academic environment.
- Experience working in an international environment.
- Proficiency in using relevant software and platforms, and mastering new tools.
- Familiarity with the EU policy environment and EU press corps.
- Good knowledge of French and/or Dutch.

## What we offer

We offer a 1-year fixed-term contract with the possibility to become permanent, as well as a competitive salary. The salary offered will depend on the qualification level and number of years of relevant experience. We also offer a package of benefits such as meal vouchers, medical and hospital insurance, group insurance for pension.

Please note that Science Europe is established under Belgian law, and that employment is within the Belgian tax and social security system. The job requires being located in Belgium.

## How can you apply?

You can apply by sending your CV and a cover letter (in English) to [careers@scienceeurope.org](mailto:careers@scienceeurope.org) specifying 'Communications Officer' in the title.

Your cover letter (maximum one page) should outline your suitability and motivation for the post. Please also include the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide references.

Incomplete applications will not be considered.

The deadline for applications is **18 June** at 23:59 CEST. Please note that only successful applicants will be contacted.

**Further Information**

Please direct any questions to [careers@scienceeurope.org](mailto:careers@scienceeurope.org); telephone + 32 (0)2 226 0307. More information on Science Europe can be found at [www.scienceeurope.org](http://www.scienceeurope.org).

**Protection of personal data**

The personal data (CV, motivation letter, and so on) that you communicate to Science Europe will be treated confidentially and processed according with our [Applicant's Privacy Notice](#).