

Interreg 2 Seas Programme 2014 – 2020

Job description COMMUNICATION OFFICER

Reporting to: Programme Director

1. General

Organisation and implementation of the cross-cutting communication tasks of the 2 Seas Programme: implementation of the communication strategy, use & development of communication tools, follow-up of the communication call for tenders, implementation of the communication activities (events, website and multi-media, publications).

2. Programme promotion

- Responsible for the implementation of the communication strategy of the 2 Seas Programme
- Responsible for the content and update of the Programme website: update of the website pages / structure according to the 2 Seas Programme developments; publication of news, events and videos
- Draft the content of Programme promotional documents: newsletter, programme leaflets, project case studies and project directory
- Report on Programme and project activities through Programme communication channels: website, newsletter, social media
- Contribute to the organisation of 2 Seas events promoting results at Programme level such as annual events, cooperation fairs and other events on demand
- Implement the 2 Seas Programme graphic identity
- Develop press relations: build a targeted list of PR contacts, identify PR opportunities with projects and Programme authorities, circulate press packs and follow up press contacts, monitor press articles, produce annual press review.

3. Communication at Programme level

- Develop and coordinate the implementation of the information & communication strategy of the Programme
- Presentation of the Programme annual Communication Plan and its implementation to the Programme Monitoring Committee
- Contribution to relevant sections of the Annual Report: sections relevant to promotion & publicity activities
- Communication budget monitoring: preparation of annual work plan and budget action plan, regular updates for the Technical Assistance budget
- Regular follow-up and assistance with project partners on compliance to requirements
- Preparation and follow-up of public call for tenders to outsource certain tasks on communication products
- Represent the Programme in EU networks relating to communication: INFORM, INTERACT and others.

4. Communication during the project implementation phase

- Assist individual projects in their promotion & publicity activities: advice at project meetings dedicated to communication, organisation of communication training seminars, assistance to projects to invite key note speakers and press contacts at project events
- Follow-up of project implementation: assistance to project lead-partners on communication issues and compliance to communication requirements
- Act as contact for the Territorial Facilitators and other relevant bodies regarding communication topics.

5. Specific Skills

- Knowledge of Drupal as Web CMS: content update, texts and illustrations, manage page templates, user accesses, etc
- Knowledge of Email Management Systems, used to manage large mailing lists for different communication purposes, like Tourinsoft, mailchimp, etc
- Knowledge of social media management
- Knowledge of Adobe applications for media creation and graphic design, mainly Photoshop, Illustrator and InDesign
- Knowledge of professional collaborative platforms for virtual meetings, conferences, seminars, etc., like Webex or MS Teams
- Knowledge of Google environment and tools
- Knowledge of MS Word, Excel and Powerpoint

6. Languages & Translation

The three official languages of the 2 Seas Programme are English, French and Dutch.
The internal working language is English.

- Draft content of news and website articles
- Update the trilingual glossary for use on the Programme website

7. Basic Requirements

- Higher degree and/ or professional qualification and minimum 3 years of experience in any field of relevance to the above tasks
- A native Dutch or English speaker will be prioritised with a high level of proficiency and fluency in English. A good knowledge in French is an asset
- Knowledge of EU institutions and policies
- Experience within, or in consultation with, international public or private (including non-profit) organisations
- Good team player with capacity to work in a multicultural / international / multilingual environment
- Flexible approach to work; prepared to travel and work irregular hours
- Good communication and drafting skills

8. General information for applicants:

Applications (CV & Cover letter) need to be received before **26/08/22 23:59 French time** and have to be sent by email to Véronique WEYLAND-AMMEUX, Programme Director v.weyland-ammeux@interreg2seas.eu and Nathanael HOUARD, Programme Officer n.houard@interreg2seas.eu.

We will not consider any applications received beyond that deadline. The applications should be written in English.

An individual email will be sent to all short-listed candidates by 02/09/22 at the latest. Candidates will be expected to confirm their participation to interviews by return email. If a candidate does not receive an email by this date then he/she should consider that he/she has not been shortlisted.

Interviews should take place at the 2 Seas JS offices located in Lille, Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France or via videoconference using the Webex platform in **week 37 from 13/09/22 to 14/09/22**. Transport and accommodation costs may be reimbursed in compliance with the Programme rules.

9. Terms and conditions of employment:

The JS team is employed by an EEIG: GECOTTI-PE that cover three Interreg Programmes (Interreg Europe, North West Europe and 2 Seas) and a European Union Initiative (Urban Innovative Actions)

We are looking for experienced candidates, corresponding to an "officer" position. In that case, a private permanent contract under French law will be proposed. Gross salary is: EUR 3,921.94 – Net Salary before income tax is around EUR 3,029 (Officer Position 1)

We are open nonetheless to non-experienced candidates. In that case, the type of contract and salary will be adjusted accordingly

The working place is located at the office based in Lille, France.

Interreg 2 Seas Joint Secretariat – Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France.

Starting date: **as soon as possible**.