



Communications Officer (replacement contract)

EERA - European Energy Research Alliance

Description of EERA

The European Energy Research Alliance (EERA) AISBL is the largest low-carbon energy research community in Europe. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organisations from over 30 countries, EERA's key role is the coordination of public R&D on the energy transition, in close cooperation with the European Commission. EERA currently runs 19 Joint Programmes (JPs), which altogether cover the full research spectrum on low-carbon energy technologies and systems, as well as policy and social aspects of the clean energy transition.

EERA is looking for a **Communications Officer on a replacement contract** to ensure the continuity of its communication activities at organisational level and in the framework of EU-funded projects **during a staff member's maternity leave**.

The role

The Communications Officer implements the communication strategy and work plans already in place at EERA. The role works closely with the Communications Officer already in post.

Key responsibilities

Organisational communications (EERA)

- Implement EERA's communication plan and editorial calendar, following the priorities and key messages already agreed.
- Draft, edit and disseminate newsletters, press releases, articles, web content and social media posts.
- Update the EERA website and manage EERA's social media channels, including performance monitoring (KPIs).
- Prepare briefing material, presentations and draft speaking notes for EERA representatives, based on agreed key messages.
- Support event communication, including:
 - Drafting concept notes and event materials.
 - Coordinating with speakers.
 - Managing participant communications and logistics, including external service providers.
- Design visual assets (graphics, infographics, presentations) and support basic video production.
- Act as a point of contact for communication requests from members, the Joint Programmes and colleagues in policy, projects and research.

- Track and report on communication performance.

EU project communications

- Carry out communication and dissemination activities in EU-funded projects where EERA is a partner or coordinator, in line with the approved dissemination plans.
- Follow up on communication and dissemination deliverables, milestones and reporting deadlines, and prepare the related inputs.
- Manage project websites and social media channels.
- Develop communication materials for project audiences (e.g. newsletters, flyers, presentations, feature stories).
- Support the organisation and promotion of project events (workshops, webinars, consortium meetings).
- Liaise with project partners on communication activities, deliverables and reporting obligations.
- Ensure consistency of messaging and visual identity across project outputs.

Desired profile

- University degree in Communications, Digital Marketing, Public Relations, Journalism, Media Studies, Languages, Political Communication, European Studies or a related field, or an equivalent profile demonstrated through relevant practical experience.
- At least 3 years of relevant experience, including communications or dissemination work in EU-funded projects.
- Excellent written and verbal communication skills in English; other EU languages are a plus.
- Experience with content management systems (e.g. WordPress), social media management tools, mailing platforms (e.g. MailChimp), Microsoft Office (including SharePoint), and basic design and video tools (e.g. Canva).
- Ability to take over ongoing work, organise priorities and work autonomously.
- Attention to detail and quality in all communication outputs.
- Knowledge of EU energy and climate policy and research is an asset.
- Availability to start at short notice.
- Applicants must be legally entitled to work in the EU.

Terms of the contract

- Replacement contract (*contrat de remplacement*) under Belgian law.
- Full-time position (38 hours/week).
- Salary and benefits package in line with credentials and experience.
- **Workplace:** EERA Secretariat, 72 Rue de Namur, 1000 Brussels.
- **Starting date:** as soon as possible, ideally by November 2026.

Application process

No motivation letter is required. To apply, please send the following, **in PDF format**, to Maria Luisa Fernandez (ml.fernandez@eera-set.eu) with "Communications Officer - replacement" in the subject line:

1. Your CV.

2. **Two or three samples of communication work you produced** (links or files), for example, a newsletter, an article, a social media campaign, a project deliverable or event material. For each sample, add two or three lines stating the purpose, the audience and your own contribution.

3. **Your answers to the following questions** (maximum 150 words each):

- a. Describe one communication or dissemination task you carried out in an EU-funded project or another multi-partner setting: what was required, what you did yourself, and what the result was.
- b. Describe a situation in which you took over work that was already underway. What did you do in the first two weeks?
- c. Choose one EERA communication channel (website, LinkedIn or newsletter). Name one specific change you would make and explain why.

4. **Your earliest possible starting date.**

The deadline for applications is **4 October 2026 (EOB)**.

The selection process consists of a short phone call followed by one interview, which includes a practical exercise. Applications are assessed on a rolling basis, and interviews may take place before the deadline. We reserve the right to close the vacancy early if a suitable candidate is identified.

If this role resonates with your background and motivation, we warmly encourage you to apply, even if you do not meet every listed requirement.

All personal data submitted as part of your application will be processed solely for the purposes of recruitment and in line with data protection regulations.

Only shortlisted candidates will be contacted.

Thank you for your interest in working with EERA!