



## **Communications Manager**

**EERA – European Energy Research Alliance**  
**Brussels - Belgium**

### **Description of the Mission**

The European Energy Research Alliance (EERA) AISBL is the largest low carbon energy research community in Europe and worldwide. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organisations from 30 countries, the key role of EERA is the coordination of public R&D on low-carbon energy in Europe, in close cooperation with the European Commission. In full alignment with the EU 2050 climate and energy objectives, the mission of EERA is to “*catalyze European energy research to achieve a climate neutral society by 2050*”.

EERA currently runs 17 research Joint Programmes (JPs), which altogether cover the full spectrum of low carbon energy technologies and systems, including policy and social aspects. The current goal of EERA is to create growing synergy between these JPs, by strengthening cross-cutting activities and systemic approaches, under a single unified and holistic vision.

EERA is looking for a Communications Manager to support the related activities of the EERA office located in Brussels EU district. She/he will be integrated in the Secretariat.

### **Key Activities**

#### **Communications**

- Carry out the development and implementation of EERA’s communication and dissemination strategy and plan both for internal and external stakeholders;
- Manage EERA’s communications tools, including but not limited to the EERA website, newsletter, social media channels, flyers, publications, templates;
- Develop an intranet for EERA members;
- Support the consistent implementation of EERA’s branding;
- Act as reference person for communications activities within the EERA community, informing and involving other EERA member organisations as needed;

- Provide communications assistance and guidance to the EERA Joint Programmes;
- Maintain the organisation's database of media contacts and identify gaps in the organisation's stakeholders contacts;
- Identify opportunities for press coverage around events and specific publications.

### **Event management**

- Plan and implement high-level policy events, matchmaking events, and scientific workshops;
- Implement event communication campaigns and standardised communication processes around EERA events;

### **EU project management**

- Develop and implement dissemination and communication work packages and related impact descriptions for EU-funded projects (mostly Horizon 2020/Horizon Europe);
- Handle administrative requirements that come with dissemination and communication activities in the frame of EU-funded projects.

## **Skills and Experience**

### **General requirements**

- Master's degree or equivalent;
- A minimum of 5 years of relevant professional experience;
- Applicants must be legally entitled to work in the EU.

### **Professional skills**

- Excellent operational knowledge of web content management systems (ideally Joomla!) and mailing systems
- Proficient computer skills: excellent practice of MS Office and social media tools (LinkedIn, Twitter, Youtube);
- Proficiency in design and video editing tools is an asset;
- Excellent oral and written communication skills in English; knowledge of French highly appreciated; knowledge of other European languages is an asset;
- Ability to synthesize and translate complex issues into clear and concise messages on a range of renewable energy issues;
- Strong proofreading and editing skills;
- Understand audiovisual aspects communications
- Knowledge of European media landscape and established network amongst Brussels-based media is an asset;

### **Personal skills**

- Excellent organisational skills;
- Attention to detail and ability for multi-tasking;
- Flexible and able to work under strict deadlines with the ability to set priorities;
- Excellent interpersonal skills and willingness to work in a highly interactive team;

- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Appetite for international/multi-cultural environments;
- Sense of humour;

### **Terms of the Contract**

- Starting date is as soon as possible
- Unlimited contract duration (Contrat à durée indéterminée) under Belgian law
- Work Location is 72, rue de Namur, 1000 Brussels

### **Application**

Please send your CV and motivation letter (in pdf format) to Alexandre METEREAU, [a.metereau@eera-set.eu](mailto:a.metereau@eera-set.eu), mentioning “**Application EERA Communications Manager**” by **8 March 2020, midnight**.

The motivation letter (1-page maximum) should highlight your reasons for applying and your credentials for the position.

The selection of the candidate will be based upon the merit principle.