

Job Vacancy

Job position	N. 1 Communication Specialist
Employer	European Plate Observing System European Research Infrastructure Consortium (EPOS ERIC)
Affiliation	Executive Coordination Office – Communication Unit
Duration	Fixed-term contract (12 months, with the possibility of renewing the contract).
Contract	National Collective Labour Agreement (CCNL) for Embassies, Consulates, Legations, Cultural Institutes and International Organizations in Italy
Conditions	Full-time employment, 36 hours per week. One-month probation period. National and international travel may be required.
Compensation	CCNL Level (Area) B1. The salary will be commensurate with the titles and experience. Gross Annual Retribution (RAL) appraisal: EUR 35,000-38,500.
Benefits	<ul style="list-style-type: none">- Luncheon Voucher- Competitive travel allowance- Continuing education and professional development plans- Flexible hours and hybrid work schedule for a better life-work balance.
Location	EPOS ERIC, Via di Vigna Murata n. 605, 00143 Rome (Italy)
Working Language	English mandatory, Italian highly valued
Application start date	22/03/2024
Application deadline	12/04/2024 at 23:59 (Rome local time)

IMPORTANT

Before signing the employment contract, the successful candidate must have an Italian domicile (preferably in Rome or around the city of Rome), an Italian Fiscal Code, and Tessera Sanitaria. Info at <https://www.agenziaentrate.gov.it/portale/web/eng>



Brief Description of the EPOS Research Infrastructure

EPOS (European Plate Observing System, www.epos-eu.org/) is the pan-European research infrastructure dedicated to integrating data, services and facilities of the solid Earth science research communities in Europe. Its mission is to ensure the sustainable use and re-use of multidisciplinary solid Earth science data and products, fostering state-of-the-art research and innovation. EPOS is committed to establishing and underpinning sustainable and long-term access to solid Earth science data and services, integrating diverse European research infrastructures under a common federated framework. EPOS ERIC is the legal entity established by the European Commission to coordinate and integrate national and international research infrastructures, forming the EPOS Delivery Framework. Based in Rome, Italy, EPOS ERIC comprises 19 Members: Austria, Belgium, Bulgaria, Croatia, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom, and 1 Observer: Germany. The governing body of EPOS ERIC is the General Assembly.

Ours is a constantly evolving activity, like our infrastructure! The emergence of new communication needs allows us to update, grow professionally, and learn new skills continuously. You will find a challenging and varied job at EPOS and join a large and diverse network of people from Europe and beyond.

What we offer

The selected professional will become part of a communication team of 4 people with different and complementary skills, whose activities range from event organisation (community events, workshops, summer schools, training courses and webinars), graphic design, creation of multimedia content, management of social channels and the institutional website, drafting of dissemination articles, ideation of dissemination formats and communication campaigns, design and production of training paths and materials, and technical writing. The Communication Unit coordinates the communication activities carried out by the national nodes and thematic communities that are part of EPOS, closely collaborating with colleagues across Europe.

We actively collaborate with the scientific communities that are part of EPOS to enhance their work and promote the authority of EPOS and the knowledge of its activities and services among researchers, students and decision-makers. Ours is a varied and challenging work that brings us in close contact with the world of solid earth science research in Europe and around the world.

EPOS cares about inclusiveness!

Diversity is an invaluable asset to EPOS. Fostering a diverse, equitable, and inclusive workplace is, therefore, our priority. We wholeheartedly encourage applications from individuals representing diverse ethnicities, cultural and religious backgrounds, genders, sexual orientations, and career stages for all our job and internship opportunities.



Job Mission and Main Responsibilities

EPOS ERIC is looking for a communication professional to join the Communication Unit who will act under the supervision of the Chief of the Communication Unit and will support it in various dissemination and communication activities, implementing the communication strategy and participating, among other things, in the following activities:

- Draft news and disseminate articles and press releases.
- Planning and publishing posts on our social media channels according to the strategy set out by the unit chief.
- Designing and producing information and dissemination materials (brochures, posters, leaflets, publications, newsletters, interviews).
- Updating the EPOS website and producing new web content.
- Organising events (agenda setting, contact with speakers and participants, event communication, logistics).
- Ideating and producing communication campaigns across different media.
- Ideating and producing training paths and materials.
- Carrying out community building and engagement activities.
- Providing editorial support and proofreading in editing technical documents, scientific articles, projects, presentations, activity reports and other documents.
- Participate in monitoring and evaluating the performance and impact of the communication strategies, activities, and tools.
- Any other activity strictly related to communication, dissemination and outreach that might be necessary for the successful operation of the infrastructure.

Eligibility Criteria

At the closing date of applications, candidates must:

- be a national of a member state of the European Union;
- have the appropriate character references for suitability for the duties' performance.

Mandatory Qualifications and Professional Experience

- Bachelor's degree, preferably in communication, digital communications, humanities, public or international relations or a related field.
- At least three years of experience in institutional communication activities.
- Excellent command of spoken and written English (equivalent to C2 level or higher).

Professional Experience, Qualifications and Skills

- Excellent command of office automation and collaboration tools.
- Excellent editorial skills, particularly on technical and scientific topics (dissemination articles, news items, and technical-scientific publications).
- Documented competence in social media management (e.g. X, LinkedIn, Instagram, Telegram, and Facebook...).
- Excellent oral presentation skills, with particular reference to communication and scientific topics.
- Documented experience in event management (programme design, logistics, organisation and communication aspects).
- Elemental graphic composition and presentation skills and proficiency in using relevant tools (e.g. Canva, Prezi, etc.).
- Experience in managing international relations.



Soft skills

- Good interpersonal skills and aptitude for teamwork.
- Strong goal orientation and ability to work under deadlines.
- Curiosity and openness to continuous learning.
- Interest in digital infrastructures, data science and research in general.
- An aptitude to work in an international context.

While not mandatory to apply, the following are welcome and may be an asset:

- Fluency in Italian or other languages of the European Union.
- Previous professional experience with research infrastructures, digital infrastructures, or Earth Sciences research organisations.
- Experience in the creation of multimedia content (podcasts, videos, interactive productions, etc);
- Advanced skills in the use of graphic editing and layout tools (e.g. Adobe Creative Suite);
- Basic instructional design skills.

A portfolio of relevant works is highly appreciated.

How to apply

Under penalty of exclusion, prepare your application as one single PDF document containing, in the following order:

- i) A cover letter explaining your interest in this position and how you could contribute to EPOS
- ii) A signed copy of your [CV using the European Curriculum Vitae Format](#).
- iii) Names of two references the evaluation committee may contact.
- iv) Identity document.

The application must be written in English.

Attach the single PDF document in an email with the following subjects: “Application: Communications Specialist” addressed to the EPOS ERIC Executive Director at the following e-mail: administration@epos-eric.eu.

IMPORTANT: By submitting your application, you agree and accept that EPOS ERIC will use your data for this selection process. EPOS ERIC ensures that all applications will be treated with the strictest confidentiality.

If you require further information or clarification, please email Diana Piras, Chief of the Administration Unit, at diana.piras@epos-eric.eu.

