

## Communications Officer

ERRIN (European Regions Research and Innovation Network) is a Brussels-based platform that gathers together over 130 regional organisations in more than 20 European countries. ERRIN aims to strengthen the regional and local dimension in EU Research and Innovation policy and programmes. We promote knowledge exchange between our members, focusing on joint actions and strategic partnerships to strengthen regional research and innovation capacities and thereby foster sustainable and inclusive growth in regions.

ERRIN was established in 2001 as an informal network and has since then been on an incremental growth path moving from an informal network to a not-for-profit organisation that employs nine full-time staff members. ERRIN's office is located in the Nordic House on rue du Luxembourg, 1000 Brussels, where many of the ERRIN regions are also situated.

### Job Description and responsibilities

The Communications Officer will be responsible for ERRIN's daily communications as well as for facilitating three of the ERRIN Working Groups. ERRIN currently has 13 Working Groups covering a vast variety of research and innovation topics. The Working Groups are co-led by ERRIN members and supported by the ERRIN secretariat. The Communications Officer will support the Working Groups on Energy and Climate, ICT, and Innovation & Investment.

The Communications Officer will work closely with the Member Relations Officer as well as the ERRIN Director to implement the overall ERRIN Communications Strategy.

### Communications

- Implement and support further development of the ERRIN communications strategy
- Collect input and lead the production and dissemination of the bi-weekly newsletter
- Manage the social media calendar and create social media posts
- Support the development of the ERRIN website
- Oversee the internal and external calendar of events and communicate around them
- Ensure all ERRIN communication material is coherent with the overall communications strategy and visual identity
- Monitor ERRIN's communication channels
- Collect material and edit the annual report
- Help to develop and maintain ERRIN's contact database
- Manage the assignments, and share tasks, with the ERRIN's Project and Communications Assistant

### Working groups

- Facilitate the general functioning of three ERRIN Working Groups;
- Support the organisation of ERRIN events and meetings. This will involve close cooperation with ERRIN members, especially Working Group leaders;
- Support the development of Work Group meeting agendas, attend the meetings and organise the reporting of the meetings on the ERRIN website;



- Support the Working Groups to develop annual work programmes, define priorities and whenever possible follow up linked processes and initiatives run by the European Commission.

### Requirements

- University degree;
- Minimum 2 years' experience in the field of communications
- Experience in research and innovation topics is a plus;
- Excellent level of spoken and written English;
- Ability to write for different audiences and to summarise complex issues clearly and concisely;
- Experience in working with regional authorities or regional actors;
- Knowledge on one or several areas of the working groups: energy, climate, innovative financing, digital transformation is an asset;
- Ability to work and contribute to a multicultural environment;
- Able to multitask and capacity to work well under time constraints.

We offer a competitive monthly salary between €2600-3200 depending on experience, meal vouchers, Brussels transport pass and a permanent contract.

Potential candidates are asked to send a CV and cover letter to [elin.damberg@errin.eu](mailto:elin.damberg@errin.eu) clearly stating the possible starting date and contact details.

**Deadline** for applications: 13 February 17.00 CET  
Only short-listed candidates will be contacted.