

## Policy and Communications Officer

### About ERRIN

The European Regions Research and Innovation Network (ERRIN) is a well-known Brussels-based platform that gathers around 120 regional organisations from more than 20 European countries. Established in 2001, ERRIN supports members to enhance their regional and local research and innovation capacities and further develop their R&I ecosystems.

ERRIN's office is located in the Nordic House on rue du Luxembourg, 1000 Brussels, where many ERRIN regions are situated.

### Job description

The objectives of the Policy and Communications Officer position include supporting ERRIN in delivering high-quality services to members, raising the profile of ERRIN within the EU research and innovation field in Brussels, and contributing to the network's overall communication strategy.

The Policy and Communications Officer will be responsible for ERRIN's daily communications and facilitating the ERRIN Working Groups. ERRIN currently has 13 Working Groups covering a wide variety of research and innovation topics. The Working Groups are co-led by ERRIN members and supported by the ERRIN secretariat. The Policy and Communications Officer will facilitate the Working Groups on Health and Blue Economy as well as coordinate activities within the Health Cluster.

The Policy and Communications Officer will also work closely with the ERRIN Director to implement the overall ERRIN Communications Strategy, together with the 'ERRIN Comms Team', and the Director for Projects to ensure efficient project communication.

### Responsibilities

#### Communications – ERRIN secretariat

- Implement and support the development of the ERRIN communications strategy (including branding and further defining key communication messages);
- Manage ERRIN social media channels;
- Create content for ERRIN website – events, news, noticeboard, overview pages (including photo editing and creating visuals);
- Support ERRIN website development;
- Produce the biweekly ERRIN Newsletter – planning, writing, sending.

#### Communications – European Projects

- Communication activities of European projects;
- Support the creation and management of the project social media channels;
- Find and create content for each of the project websites – events, news, partner information;
- Produce the quarterly newsletter – planning, writing, sending.

## Working groups

- Facilitate the general functioning of ERRIN Working Groups: Health and Blue Economy;
- 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;
- Support the organisation of ERRIN events and meetings, in close cooperation with ERRIN members;
- Support the development of Working Group meetings, including the design of agendas, attending the meetings and organise the reporting of the meetings on the ERRIN website.

## Requirements

- University degree;
- Minimum three years of relevant experience;
- Knowledge on European research and innovation policy and the related funding programmes, in particular, Horizon 2020 / Horizon Europe;
- Experience in working with local and regional authorities or other regional level actors;
- Prior experience in the area of health is an asset;
- Excellent use of English (both written and spoken);
- Ability to work and contribute to a multicultural environment;
- Ability to multitask and the capacity to work well under time constraints.

## Conditions

We offer a competitive monthly salary between €2400-3000 depending on experience, meal vouchers, Brussels transport pass, a permanent contract and healthcare benefits.

## How to Apply

Applicants are requested to send a motivation letter together with a CV to [Teresa.Vio@errin.eu](mailto:Teresa.Vio@errin.eu), clearly stating the possible starting date and contact details.

Please mention “Policy and Communications Officer vacancy” in the subject of the email.

**Deadline** for applications: 27 May at 17.00 CET

Only shortlisted candidates will be contacted.

## Data protection

The information provided by the candidates in their application is collected solely for the purpose of the selection procedure and the recruitment process.