

Digital Communication Officer

Vacancy – Terms of reference

Job description

PURPOSE: Support the Chief Communication Officer and contribute to the implementation of the communication strategy, manage LifeWatch ERIC online channels, creating content, tracking performances and supporting the organisation of events.

JOB TITLE: Digital Communication Officer

LOCATION: Service Centre premises in Lecce, Italy (on-site)

POSITION: Full-time, 12 months with the possibility of renewal

FUNDING RESOURCES: Strategic Working Plan and European projects.

Main responsibilities

- S/he will work under the supervision of, and directly report to, the Chief Communication Officer for the communication activities of LifeWatch ERIC, supporting the implementation of the Communication Strategy and the outline of plans for projects and initiatives;
- S/he will be responsible for managing the online presence and updating the web portal of LifeWatch ERIC and its other online channels, supporting the creation of new

websites, webpages and sections and related content, etc.;

- S/he will be responsible for generating content and growing the social media presence of LifeWatch ERIC, create news items and populate the webplatforms, compose and send the infrastructure newsletters;
- S/he will design graphic materials for the needs of the infrastructure delivering compelling digital products for online and offline distribution, such as Annual Reports, infographics, leaflets, background, etc.;
- S/he will work closely with LifeWatching Web TV and the Science Communication Specialist in planning and producing video materials and podcast episodes, as well as recording interviews;
- S/he will closely work with the Project Managers and EU Project Communication Officer to promote LifeWatch ERIC involvement in European projects;
- S/he will support the Chief Communication Officer in the coordination of the internal communication activities, such as the organisation of Communicators Group meetings;
- S/he will take care of tracking performances and drafting all relevant reports and deliverables.

The ideal candidate should meet the following requirements

- A university degree or equivalent qualifications in Communications, Journalism, Environmental Sciences, Biological Sciences, or another relevant field;
- At least 3 years of accredited professional experience in communications/science communications at international level in European project consortia, research, infrastructures, universities, agencies, European institutions or international organisations;
- Experience in designing audio visual content and in graphic design and familiarity with

editing software, knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) and MS Office (Word, Excel, Power Point). Knowledge of Figma is considered a plus;

- Advanced experience in WordPress management and updates, as well as experience with primary software packages for tracking performances and analytics;
- Strong knowledge of SEO best practices and UX/UI principles;
- Excellent copywriting and content production skills for social media, including advanced use of graphic, audio/video production;
- Excellence in writing and editing, as well as spoken fluency in English (native speaker or C1/C2 level). Knowledge of other European languages (in particular Italian) is desirable;
- Ability to assimilate complex information and communicate concise and clear messages to scientific and non-scientific audiences;
- Proven organisational and communicative skills, ability to work in teams and under tight deadlines, in international and multilingual environments, ability to work independently and accurately and to be assertive;
- Availability to travel abroad according to the specific working requirements of this position.

The vacancy is subject to the following procedure

- A **short covering letter** and **Curriculum Vitae**¹ (**EUROPASS format and annexes, 4 pages at the most**) shall be written in English and addressed to the **Chief Communication Officer** by **12 May 2024**. Please use the form available at this link: <https://zfrmz.eu/yBvGKNC3ARBRKJxzoYK4>.
- The selection process will follow the Employment Policy of LifeWatch ERIC;

- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview with the Chief Communication Officer;
- S/he will be appointed for a 12-month period. A competitive gross salary, 33.000,00 - 38.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, and follow Italian employment law;
- This position is full-time. Her/his main office will be located at the Service Centre premises in Lecce, Italy, without prejudice to the establishment of others in the future;
- Start date in office for the EU Project Communication Officer: **01 July 2024.**

LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of ethnicity, gender, age, national origin, or sexual orientation.

¹ Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.