



# EUROPEAN POLAR BOARD

## Vacancy: EPB Communications Officer

The European Polar Board (EPB) is an independent organisation that focuses on major scientific, policy and strategic priorities in both the Arctic and Antarctic regions. Current EPB membership includes research institutes, funding agencies, scientific academies and polar operators from across Europe. The EPB has a mission to improve European coordination of Arctic and Antarctic research by optimising the use of European research infrastructure. We promote multilateral collaborations between our Members and provide a single contact point for the global polar research community. We advance the collective knowledge of polar issues, particularly in the context of European societal relevance. Since 2015, the EPB Secretariat has been hosted by the Dutch Research Council (NWO) in The Hague. The EPB has public benefit organisation (ANBI) status in The Netherlands. The working language of the EPB is English.

The EPB is full beneficiary and partner in several large project consortia funded by the European Commission's Horizon 2020 programme. The EPB leads deliverables including communication with policymakers, organisation of events (both online and in-person) for a variety of audiences, and various other tasks related to communications. The EPB Communications officer will support on these deliverables, as well as central EPB tasks and other tasks as required.

An important role of the Communications Officer of the EPB will be to effectively communicate to both EPB Members and to external audiences. The EPB aims to advance, coordinate and promote European polar research, making a pro-active external communication strategy vital. Internal communication, towards and between EPB Members is equally important, ensuring that the whole EPB network is kept up to date with the latest information on activities, opportunities and best practices, among others.

### Duties

#### **EU-funded Projects and core EPB tasks**

- Support the EPB's work on communications with various EU-funded projects, including work on policy briefings and other events, communications and capacity building activities;
- Maintain the EPB's website and online presence, including social media;
- Develop graphical guidelines and templates for EPB communications;
- Produce and update annual reports and other products for both EPB internal and external use.

#### **Other:**

- Any general administrative tasks as required;
- Assist with EPB Plenary and Action Group meetings;
- Any other tasks as required in a small Secretariat.

### **Requirements:**

- Education: Minimum Master's degree (or equivalent) in a field relevant to polar research (including from natural sciences, social sciences, engineering, law, humanities, etc.); Candidates with knowledge of social sciences as well as natural sciences are encouraged to apply;
- Knowledge of European and international polar (both Arctic and Antarctic) research, logistics, governance, projects and organisations;
- Minimum 6 months experience communicating sometimes complex information appropriately to different audiences, while maintaining accuracy, using a range of formats and tools;
- Capable of working independently and flexibly as part of a very small team;
- Full professional fluency in English, both spoken and written, is essential.

### **General requirements:**

- Candidates must be eligible for employment in the Netherlands throughout the course of the position;
- Experience using social media for promotion and dissemination of content, and maintaining an online community/audience;
- Excellent IT/technical skills, including proficiency with Microsoft Office and Adobe software suites, and others; Ability to rapidly familiarise with new IT systems and interfaces;
- Highly organised; able to multitask and meet tight deadlines, adapt to changing circumstances; experience of working effectively within a small team in a dynamic environment.

### **Desirable requirements:**

- Formal education or training in communications or related fields;
- Knowledge or experience of writing and/or editing online content/copy;
- Experience of writing and/or editing information on technical subjects;
- Experience of SEO, website maintenance, content management and online communication tools (e.g. CRMs);
- Good knowledge of and experience working in compliance with GDPR;
- Experience of publication design and document layout;
- Experience of working within an organisation with links to polar research;
- Knowledge of other European language(s) will be an asset.

### **Further information**

The employment of this position as Communications Officer will be full-time for an initial period of one year, after satisfactory completion of a two-month probation period. We are also open to discussing flexible working arrangements, including possible part-time employment (to a minimum of three days a week). The salary will be in accordance with the salary scales described in the Dutch Collective Labour Agreement (CAO) for the Research Institutes, and will depend on the education and relevant experience of the successful candidate. Secondary employment conditions include up to 42 days of leave a year (for a full-time equivalent position). The successful candidate will be employed directly by the EPB Secretariat in The Hague, with an expected starting date in January or February 2022. Owing to ongoing COVID-19 restrictions, it may be possible for the selected candidate to initially work remotely.

For any queries regarding the position, please contact EPB Executive Secretary, Renuka Badhe, at [r.badhe@nwo.nl](mailto:r.badhe@nwo.nl). More information about the EPB can be found at [www.europeanpolarboard.org](http://www.europeanpolarboard.org).

The EPB is an equal opportunity employer, committed to equality, diversity and inclusion, and to promoting equality in careers in science. We welcome applications from all sections of society, particularly those currently underrepresented in the polar research community. We are open to a range of flexible working options to support childcare, other caring responsibilities or other needs.

### **How to apply**

To apply, please send a letter of motivation including your interest in the position, and detailing how your experience meets the set requirements, along with a CV and contact details of up to three references (one combined PDF file, maximum four pages), to [epb@nwo.nl](mailto:epb@nwo.nl) by **23:59 CET on 1<sup>st</sup> December 2021**, with “Communication Officer Vacancy” as the email subject line.

Evaluation of shortlisted candidates may include a written assessment exercise and a competency-based interview at a later stage.