



JOB VACANCY

TEPSA Communications Officer

(full time)

About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 49 leading universities and research institutes in the field of European affairs throughout Europe, managed by the TEPSA Secretariat in Brussels. The TEPSA Secretariat manages and implements several EU-funded projects, within which it strives to maximise the policy and societal impact of research by organising conferences and trainings, producing audio-visual material, and providing expertise to EU institutions. For further details, see [our website](#).

Job Description

TEPSA is looking for a Communications Officer to start on **16 September 2024**. The successful candidate will join our small and dynamic office, where everyone plays an important role and has an impact.

The Communications Officer will work in close cooperation with TEPSA's Communications Manager to implement the organisation's **short- and long-term communications strategy** with the aim of **improving its visibility, impact, and technical capabilities**. To do this, the Communications Officer will work with TEPSA's member institutes, EU institutions and other think tanks and academic institutions across Europe.

This position will allow the successful candidate to further develop their skills in the communications, dissemination, and exploitation of high-quality content on EU affairs, gaining insights into how to communicate Europe to a broad range of different target audiences, as well as contributing to the implementation of varied EU-funded projects.

The role would suit a candidate with a background in (political) communication, media communication, public relations, EU affairs, international relations or similar discipline, and **at least 1 year of experience in communications in a European context.**

The successful candidate will be offered a **one-year contract under Belgian law (CDD) on a full-time basis.** The possibility of extension of the contract will depend on the performance of the candidate and on TEPESA's volume of projects at a given time. The gross monthly remuneration envisaged for this position is dependent on the qualifications and years of experience of the candidate. **Extra benefits** include the provision of daily lunch vouchers (€8/day), DKV medical and hospitalisation insurance, éco-chèques (250€/year), chèques sport et culture (100€/year), chèques compléments (40€/year), public transport reimbursement (STIB, up to €499/year), reimbursement of internet and GSM subscriptions, and a net teleworking allowance of 140€/month.

Tasks & Responsibilities

- Supporting the **implementation of TEPESA's communications priorities and EU-funded projects** in cooperation with TEPESA's Communications Manager, Project Managers and Member Institutes;
- Developing, pitching, and implementing **innovative outreach campaigns via TEPESA's varied communications channels** including social media (with a particular emphasis on Instagram), newsletter, and website;
- Creating **visually engaging graphical materials** including posters, infographics, video thumbnails;
- Supporting the **production and development of TEPESA's leading audio-visual material** by taking part in recording sessions, editing videos, and managing event livestreams;
- Contributing to the **regular analysis of TEPESA's outreach efforts** and elaborating innovative new strategies to improve the organisation's communications performance in current and future projects;
- Contributing to the **management of TEPESA's alumni network**, including by developing, pitching, and implementing engaging activities to encourage active engagement with members of TEPESA's alumni groups on Facebook and LinkedIn;
- Contribution to the implementation of TEPESA's general activities.

Requirements

- **Master's degree** in European Studies or Communications Studies. A Masters' degree in a related discipline may be considered;
- At least **1 year** of relevant professional experience in communications in a European context;
- Experience in the use of **video and audio editing** software;
- Experience in the use of **graphic design** and **content management** systems (eg. Canva, WordPress), including an in-depth understanding of SEO best practices;
- Excellent command of **English** (C1 or above);
- Excellent **communication and writing** skills;
- Excellent **organisational skills**, ability to prioritise and respect deadlines, attention to detail and rigour;
- Creativity and ability to take the initiative;
- Excellent interpersonal skills, **team spirit** and ability to work autonomously;
- **Eligible to work in Belgium** (EU citizen or in possession of a valid work permit at the time of application).

Desirable Experience & Expertise

- Strong knowledge and understanding of current trends in digital/social media;
- Ability to engage and network with relevant stakeholders;
- Experience in working for a university, think tank, or a membership-based organisation;
- Experience in working for or with EU institutions;
- Interest in and solid understanding of the functioning and structure of the EU;
- Thematic expertise on EU governance, EU external policies and foreign affairs, democracy, citizens' engagement, disinformation, and EU enlargement.
- Experience in media/press relations and copy writing;
- Grasp of French (B2 or above) is considered an asset;
- Skills in photography are considered an asset.

Application Procedure

Applicants are requested to send their **CV (including the names and contacts of two references) and cover letter, both in PDF format**, to hugh.evans@tepsa.eu with the following subject line: **Communications Officer [Your name]**.

The closing date for applications is **31 July 2024 (midnight)**; however, early applications are highly encouraged, as application received will be reviewed and interviews held on a rolling basis.

As we are expecting a high volume of applications, we will only be able to contact shortlisted candidates. Thank you for your interest in TEPSA's work.