

## **Communications and Events Officer**

*This is a full time position based in Brussels  
Initial temporary contract to permanent contract  
Starting date: As soon as possible*

[EPR, the European Platform for Rehabilitation](#), is looking for a new colleague, enthusiastic and experienced in communications, digital tools and events organisation to join our team as the EPR Communications and Events officer. Their role will be to boost our visibility, take care of our branding and ensure excellent communication from our work including leading the coordination of the communication and dissemination work packages of the EU funded projects EPR leads and it is partner in. The incumbent will be responsible for developing and implementing our communications strategy. In addition, they play a key role in our Annual Conference organisation.

We are looking for a colleague who is flexible and collaborative, a team-player who approaches work with integrity, having a proactive and constructive attitude to day to day work. A colleague excited to work towards achieving a more inclusive society and who feels comfortable being part of a small team.

If that sounds like you, we would like to meet you!

### **Expected profile**

- University degree in Corporate Communications, Media, Journalism or other relevant discipline or equivalent work experience;
- Minimum of 5 years of experience in communication roles, preferably within the context of non-profit organisations and/or European projects;
- Excellent written and verbal communication skills in English;
- Proficiency in using digital communication tools and platforms; avid social media user and proven experience using social media for events publicity and dissemination campaigns;
- Proven experience of website design and management, particularly WordPress;
- Proven experience coordinating communications and dissemination work in EU funded project partnerships, preferably Erasmus + and Horizon Europe.
- Excellent organisational skills, with ability to work on a variety of tasks simultaneously to a high standard; prioritising and meeting deadlines in an independent manner;
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.
- Excellent events organisations skills;
- Fully computer-literate with advanced knowledge of MS Office and good understanding of tech with proficient use of Canva, Wordpress, social media (X, LinkedIn, Facebook);
- Proactive, efficient and motivated.

### *Other Skills*

- Active listener.

- Interpersonal skills: optimist and constructive attitude towards work and towards building good interpersonal relations with colleagues and with EPR members and project's partners.
- Professionalism: conducting themselves with integrity, accountability.
- Adaptability: flexible to contribute to other tasks if needed (EPR Secretariat is a small team) and work as a team; open minded and creative.
- Problem-solving skills and self-awareness.

### ***Desirable***

- Experience in working in multi-partner projects and working in international consortia.
- Experience in coordinating partners on Communication and Dissemination efforts.
- Knowledge of EU policies and priorities in the fields of education, research, and innovation.
- Graphic design skills
- Working knowledge of other European languages, particularly French.

### **Key Responsibilities**

- Improve and ensure implementation of EPR communications strategy (website, social media, events publicity and organisation, media work development, annual report, Newsbulletin, design and branding) incl coordinating the Communications network (1 meeting per year) with EPR members.
- Development and implementation of communication and dissemination strategies for Horizon Europe and Erasmus Plus projects.
- Creation of content for various communication channels including: EPR and project's social media, EPR Newsbulletin and project's newsletters, press releases, and EPR and project websites;
- Organisation of public events together with other EPR team members such as EPR Annual Conference together with webinars and workshops to promote project activities and results.
- Analysis of communication metrics and feedback to improve strategies and tactics.
- Working in multi-partner projects and working in international consortia. Engagement with stakeholders, including project partners, policymakers, and the general public to ensure effective dissemination of project outcomes.
- Coordinate project's partners on Communication and Dissemination efforts.
- Preparation of regular reports on the impact of communication activities.
- Ensuring compliance with our funding requirements and Horizon Europe, Erasmus Plus, and other program communication guidelines and requirements.
- Contributing to the overall work of EPR, General Assemblies organisation, EPR reporting.



*If you would like to apply for this position, please fill in the application form and send it together with your CV and a sample of your work (publication design, website, any product/deliverable of a completed EU funded project) by email with subject 'EPR Communications and Events Officer Application' to [recruitment@epr.eu](mailto:recruitment@epr.eu) by Friday, 30<sup>th</sup> August at 5PM CEST. Only selected candidates will be contacted. Interviews will take place in person at EPR offices in early September.*

*Contract for this position will be according to Belgian law. We offer a good remuneration package that goes according to experience. EPR offers opportunities to learn and work with a great network of engaged members, innovators and change makers for inclusion.*

*EPR is an equal opportunities employer and people with a disability are strongly encouraged to apply. EPR is committed to make all reasonable adjustments needed.*

*EPR commits to carefully handle the privacy and data protection of natural persons whose personal data is processed by EPR.*