

JOB DESCRIPTION

Senior Communication Officer

Duration: Long term contract

Start date: As soon as possible

Working hours: Full time

Employer: Seascope Belgium

Location: Seascope Belgium Brussels Office, Brussels, Belgium. Travel to meetings elsewhere in Europe and beyond will be required from time to time.

Short description:

Seascope Belgium seeks to recruit an experienced, creative and motivated Senior Communication Officer with experience in content development and project management to strengthen its professional and dynamic team.

The post holder will be involved in implementing Seascope Belgium's communication, dissemination and outreach tasks in a range of collaborative European marine and coastal projects. As appropriate, the incumbent will also provide support to other relevant projects and initiatives, particularly in relation to the development and delivery of communication products. The work will also involve interactions with other relevant developments and initiatives in Europe and globally (e.g. in support of the UN Decade of Ocean Science for Sustainable Development).

Seascope's project portfolio spans a broad range of thematic areas including but not limited to marine biology and biodiversity, ocean observing and data collection, ocean governance, marine research infrastructure services, marine data management, maritime spatial planning, marine genetic resources management, ocean literacy and the pursuit of a sustainable, circular blue economy. See the www.seascopebelgium.be website for the full portfolio.

Role & Responsibilities:

The main responsibilities and tasks of this position will include the following:

- Project management, implementation and delivery of Seascope Belgium's communication activities in a selection of projects, ensuring the quality and timely delivery of contractual obligations and project outputs;
- Leading content planning, production and delivery for assigned projects across different channels, with a special focus on ensuring content and visual design quality and attractiveness, including social media content.
- Overseeing and contributing to the development and dissemination of targeted communication materials (e.g. brochures, infographics, press releases, leaflets, newsletters, etc.); developing multimedia products (e.g. video, tutorials, ...);
- Quality control of all communication products and activities of selected projects;
- Contributing to the delivery of attractive and engaging policy briefs and strategic roadmaps;
- Contributing to event organisation, stakeholder engagement and facilitation (workshops, meetings, conferences, ...).

Profile and competences required:

The successful candidate is expected to have the following qualifications and competences:

- Graduate qualification in a relevant discipline, preferably with a background in scientific/environmental communication, journalism and/or public relations– or alternatively, a background in marine or environmental science with demonstrable experience in science communication and content management and development;
- At least 8 years of experience developing and delivering targeted communication outputs against project-based objectives for a relevant organisation;
- Experience in communicating technical and scientific information in an engaging way to different target audiences across a range of media;
- Demonstrable experience in developing technically accurate and engaging content without supervision;
- Experience in managing communications channels, including but not limited to digital, social media, print, and events, matching channels with specific audiences and expected outcomes;
- Experience with organising events from planning to execution phase;
- Good working knowledge of MS Office packages and relevant online data and information management systems (including Content Management Systems for websites);
- Excellent standard of spoken and written English. Knowledge of other European languages would be an advantage;
- Ability to report progress and issues in an effective manner and ability to draft concise and clear documents and reports without supervision;
- Experience working with multidisciplinary teams, with strong interpersonal and communication skills with ability to work transparently while applying a team-oriented work ethic. Ability to build successful and productive relationships with stakeholders, user groups and other project team members;
- Excellent organisational skills with capacity to multitask, to deliver on allocated tasks and to meet deadlines in pressurised situations;
- Ability and willingness to work at strategic, tactical and operational levels, with a strong can-do attitude to handle the diverse requirements of this role.
- Versatility and flexibility to adapt to changing requirements: independent worker, solution-focused creative thinker and problem solver.

Additional expertise and qualities which would be beneficial:

- Awareness and understanding of the marine science and policy landscape in Europe and globally, as well as the main stakeholders operating in this domain;
- Experience in project management in a professional setting, with a qualification in project management being an advantage;
- Knowledge of Adobe Creative suite programmes is not essential, but a plus;
- Knowledge of website content management systems (Drupal, Wordpress) is a plus;
- Experience in presenting at international project meetings and workshops as well as in related stakeholder fora;

Salary:

This post commands an attractive remuneration package. Salary will be commensurate with the qualifications and experience of the successful candidate.

**Application procedure and deadline:**

Written applications comprising a tailored cover letter demonstrating an understanding of the role and our requirements and CV, including the names of two referees who can be contacted, should be submitted via email to recruitment@seascopebelgium.be. From 19 August 2024 onwards, all applications will be reviewed as they are received with potential interview and processing shortly after. The position will be offered to the first applicant who meets the selection criteria (see profile and competences required) and positive evaluation after satisfactory interview and assessment.

For more information contact: recruitment@seascopebelgium.be

About Seascope Belgium

Seascope Belgium is specialised in the provision of high-level advice to the marine sector, including industry, policymakers, NGOs and regulatory bodies. Our expertise includes marine and environmental project management, stakeholder consultation and engagement, promotion of ocean literacy and the management of marine data and information. We are driven by excellence. We work alongside leading scientists around the world, and are partners in a number of major European research programmes addressing marine issues. For a full overview of the project portfolio and activities, please visit our website at www.seascopebelgium.be.