

JOB DESCRIPTION

Project Officer – Seascope Belgium

Duration: Initial contract for 24 months, with extension subject to performance and external funding

Start date: Ideally 1 September 2020 and no later than 1 October 2020

Working hours: Full time

Employer: Seascope Belgium

Location: Seascope Belgium's office is located in Central Brussels. The successful candidate may have to work one day per week in Ostend to liaise with the EMODnet Secretariat on relevant links to his/her projects.

Outline:

Seascope Belgium seeks to recruit an enthusiastic and motivated Project Officer to strengthen its professional and dynamic team. The successful candidate will be familiar with European marine science, and the wider marine science-policy landscape, be experienced in project delivery and stakeholder engagement.

The post holder will primarily be responsible for stakeholder engagement initiatives, external communication and outreach for two main projects of Seascope Belgium: H2020 Blue Cloud and the European Commission ocean literacy initiative, EU4Ocean. This position will focus on the mapping and interaction with stakeholders, as well as on increasing the visibility of the projects and organise events/meetings to obtain buy-in from partners, providers, users and wider stakeholders. As appropriate, the incumbent will also provide support to other relevant projects and initiatives, particularly in relation to communication and stakeholder relations.

Seascope Belgium is an independent spin-out from Seascope Consultants Ltd, an environmental consultancy 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 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.

The Blue Cloud project is a European H2020 project piloting a cyber platform that combines marine data infrastructures, resources, computing platforms and analytical services to support the marine and wider research community to develop services and knowledge to better understand and manage the many aspects of ocean sustainability. Seascope Belgium is leading the development of a strategic Roadmap to 2030. This includes diverse stakeholder consultation and co-creation, including surveys, targeted feedback, workshops and training e.g. hackathon. Seascope Belgium also contributes to communication, dissemination and outreach of the project, including raising awareness about the Blue Cloud, to build a wide, diverse and global Blue-Cloud community, to underpin the expansion and sustainability of the Blue Cloud beyond 2022. More information can be found on the project website at www.blue-cloud.org.

The European Ocean Coalition (EU4Ocean) connects diverse organisations, projects and people that contribute to ocean literacy and the sustainable management of the ocean. Supported by the European Commission, this bottom-up inclusive initiative aims at uniting the voices of Europeans to make the ocean a concern of everyone. An EU4Ocean Platform has been set up in which organisations, initiatives and people can exchange expertise, knowledge and best practices in ocean literacy, as well as build partnerships and join forces to deliver a more coordinated approach to ocean literary activities in Europe. In this project, Seascope Belgium is leading the development, maintenance and expansion of the EU4Ocean Platform, the stakeholder interactions and membership relations and promotion of the European Atlas of the Seas. More information can be found on the project website at eu-oceanliteracy.eu.

Main responsibilities:

The main responsibility of the new recruit will be to develop and implement stakeholder engagement initiatives, external communication and outreach for two main projects of Seascope Belgium: H2020 Blue Cloud and the European Commission ocean literacy initiative, EU4Ocean. This will involve among other duties:

- Manage and maintain relations with stakeholders, including identification and mapping of stakeholders, managing stakeholder databases, events and meetings, communication and outreach;
- Prepare, implement, analyse feedback and report on stakeholder engagement activities such as stakeholder consultations, focus groups and workshops, panels, targeted interactions, questionnaires and other involvement activities;
- Support the production of a co-created Blue Cloud Roadmap, for delivery in late Spring 2022;
- Ensure project partners, members and broad public are kept informed about the projects' activities as well as key achievements, benefits and results;
- Manage events and meetings organisation and logistics such as workshops and hackathons;
- Support the promotion activities related to Blue Cloud and EU4Ocean, as well as the development of communication and promotional material, write news articles and other documents, provide content to digital media e.g. videos;
- Act as the first point of contact for information requests about the EU4Ocean Platform, including tracking and managing the application process for EU4Ocean Platform members.

Other duties and tasks:

- Contribute to communication, dissemination and engagement activities in related projects;
- Assist the Seascope Belgium team with its core activities, including production of high-quality documents and deliverables and organisation of events and activities;
- Attend key events and meetings across Europe, with duties including stakeholder interactions and partnership development, giving presentations when required;
- Assist with other duties, as required.

Profile and competences required:

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

- Postgraduate qualification in a relevant discipline at Masters level, preferably with a specialisation in marine or environmental science – alternatively a background in communication and public relations with experience in science communication, preferably in the marine/environmental domain;
- Two years of experience in stakeholder engagement and/or science communication, preferably in an organisation dealing with marine, maritime or environmental topics, would be an advantage;
- Practical knowledge of science communication Platforms and practices including online dissemination tools, scientific journals, general media and social networking;
- Experience with digital communication products and managing communications channels, including but not limited to digital, print, and events, matching each channel with specific audiences and expected outcome;
- 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;
- Strong interpersonal and communication skills with ability to work transparently while applying a team-oriented work ethic. Be able 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;

- Good working knowledge of MS Office packages and relevant online data and information management systems;
- Knowledge of the European marine science and marine science-policy landscape would be a clear advantage.

Salary:

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

Application procedure:

Written applications comprising a cover letter and CV should be submitted via email to recruitment@seascopebelgium.be. Closing date for applications is **17 July 2020**. Interviews for shortlisted candidates will take place on 22, 23 or 24 July 2020.

For more information contact:

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