

## JOB DESCRIPTION

### *Communication and Engagement Officer*

**Duration:** Initial contract for 12 months, with extension subject to performance and to funding renewal.

**Start date:** As soon as possible

**Working hours:** Full time (part-time with minimum 60% may be possible)

**Employer:** Seascope Belgium

**Location:** Seascope Belgium Brussels Office, Brussel, België (Tribes Central Station). Travel to meetings elsewhere in Europe and beyond will be required from time to time.

#### **Outline:**

Seascope Belgium seeks to recruit an experienced and motivated Communication and Engagement Officer with experience in communication and project management to strengthen its professional and dynamic team with offices in Ostend and Brussels, Belgium.

The post holder will be involved in implementing Seascope Belgium's communication, dissemination and outreach tasks in a range of European research projects. As appropriate, the incumbent will also provide support to other relevant projects and initiatives, particularly in relation to the communication aspects and supporting project management of Seascope Belgium's portfolio of activities. 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).

The successful candidate will have sound skills in (science) communication, dissemination and outreach, including digital content strategies & social media management, organising events, some experience in developing and managing multimedia content, and working with teams. Regular interaction with our Europe-wide network of partners, stakeholders and marine knowledge generators and users will be a key part of the role.

#### **Main responsibilities:**

The main responsibilities and tasks of this position will be to support Seascope Belgium's communication, dissemination and engagement activities and project management for a range of European collaborative projects and initiatives and optimise the collaboration of the teams working on the communication aspects of these project.

Main tasks will entail supporting the project management and implementation of Seascope Belgium's tasks and responsibilities in a range of European collaborative projects with specific reference to ensuring quality and timely delivery of outputs, including organisation of activities and content development. The projects concerned span the thematic areas of marine biodiversity, ocean carbon, marine data and digital twins and marine research infrastructures and include, but are not limited to, Blue Cloud 2026, EuroGOSHIP, OceanICU, DTO-Bioflow, MARCO-BOLO, eDNAquaPlan and EU4Ocean (see [www.seascopebelgium.be](http://www.seascopebelgium.be) website for the full portfolio).

Working together with other members of the team, this will involve contributing to and/or leading specific tasks in relation to SSBE role in the projects with specific reference to event organisation (workshops, meetings, conferences, ...); content planning, development and management; developing communication materials (e.g. press-releases, leaflets, newsletters, etc.); developing multimedia products (e.g. video, tutorials, ...); producing Knowledge Transfer resources (e.g., Fact Sheets, portfolios); social media



management; quality control of communication products and activities; and contributing to the delivery of policy briefs and strategic roadmaps.

**Other duties and tasks:**

The role (in case of full time) may involve project management across the SSBE range of activities, keeping track of all deliverables, milestones and tasks across the wider portfolio to ensure all team members are aware and contribute to the timely delivery, acting as a liaison between the different Project PI's (or leads) and the supporting team members with different competences (technical, event organisation, scientific content, communication, strategic foresight and roadmapping, ...). This would involve providing oversight and project management (support) across the range of Seascope Belgium's grants and research projects (excluding EMODnet) and to support the Seascope team management, i.e. the management of the different seascope competence teams and their involvement in executing external research projects/grants, proposing and implementing improvements and streamline the processes where possible.

The recruit will also contribute to communication, dissemination and engagement activities in related projects on a need basis and assist the Secretariat team with its core activities in support of the broader ocean knowledge community, including production of high-quality documents and deliverables and organisation of events and activities.

**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 communication, journalism and/or public relations with experience in science communication – or alternatively, a background in marine or environmental science with clear experience in science communication and content management and development;
- At least 5 years of experience delivering activities and outputs against project-based objectives for a relevant organisation; experience in communicating information related to marine/environmental data, information products and/or scientific results would be an advantage;
- Experience with developing communication products and managing communications channels, including but not limited to digital, social media, print, and events, matching channels with specific audiences and expected outcomes;
- 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 and leading 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;
- Experience in project management in a professional setting, with a qualification in project management being an advantage;
- Ability to work at strategic, tactical and operational levels, with a strong can-do attitude to handle the diverse requirements of this role.



**Salary:**

This post commands an attractive remuneration package. 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](mailto:recruitment@seascopebelgium.be). Closing date for applications is 31 January 2023.

**For more information contact:** [janbart.calewaert@emodnet.eu](mailto:janbart.calewaert@emodnet.eu) and [nathalie.tonne@emodnet.eu](mailto:nathalie.tonne@emodnet.eu)

**About Seascope Belgium**

Seascope Belgium is 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](http://www.seascopebelgium.be).