

Interreg North-West Europe Programme
is recruiting

A Communication Officer

**on a long-term contract for the Joint Secretariat
located in Lille, France**

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Job description - Communication officer

Reporting to Contact Point network and Communication coordinator

The communication officer will be working within the 'Contact point (CP) network and Communication unit', which has three main objectives:

- Inform about and promote the Interreg North-West Europe Programme
- Support project development and implementation
- Enhance coordination between programme bodies

The communication officer will be in charge of the tasks indicated below, to be led in collaboration with the other communication officer, in close contact with the CPs and under the leadership of the coordinator.

These tasks will be performed in coherence with the programme communication strategy and the annual Joint Secretariat / Contact point work plans.

1. Support to project communication and capitalisation

- Follow up and support of projects' communication activities in the given priorities.
- Bring together and make available content, resources and background information on the relevant programme priorities.
- Identifying project results and contributing to the programme capitalisation strategy.

2. Development and organisation of Interreg North-West Europe events

- Development and implementation of event concepts, formats and content, including publicity and promotion.
- Identifying and ensuring presence and visibility of the Interreg North-West Europe Programme at relevant external events.
- Support to contact points in the preparation, organisation and implementation of events in their respective countries / regions.

3. Management of the programme website, online presence and social media

- Design and update of the website's content and functionalities.
- Ensuring presence of the programme in social media (Twitter and LinkedIn).

4. Development of other communication tools and documents

- Participation in the development of new Interreg North-West Europe communication tools depending on needs and opportunities.
- In collaboration with CPs, developing and drafting information material (digital and print) to promote the programme.
- Managing the outsourcing of services in compliance with French public procurement rules and in close cooperation with the procurement officer at GEIE-GECOTTI PE.

5. Contribution to communication strategy planning and reporting

- Support to the elaboration and drafting of strategic texts and documents (annual work plan, evaluation reports, annual implementation report).
- Contribution to the preparation of relevant items for Monitoring Committee meetings.

Competences required

Knowledge

- 2 to 3 years of experience in communication in an international environment.
- Experience in organising events and website management.
- Knowledge of EU communication rules, the EU institutions and policies.
- Experience communicating about EU-funded projects/programmes is an asset.
- General understanding of the three programme themes will be of added-value.

Skills

- Master's degree in any field of relevance to the above tasks (communication, journalism etc.) or equivalent experience.
- High level of proficiency and fluency in English and at least one other North-West European language (French, Dutch, German).
- Excellent communication and drafting skills, capacity to convey information in an informative, accurate and appealing way, good 'story-teller'.
- Able to work with third parties to complete projects in time, to brief and on budget.
- Excellent computer literacy: website, social media and Office. Experience with Content Management Systems would be an asset (umbraco).

Attitude

- Service/client oriented, hands-on mentality.
- Taking initiative specifically in challenging situations, solution oriented.
- Committed, has integrity.
- Team spirit and loyalty to other colleagues whilst maintaining high performance.
- Flexible approach to work; willingness to travel and work irregular hours.

General information for applicants

- Applications should reach the Joint Secretariat **by Sunday 14th October 2018 at midnight**. We will not consider applications received beyond that deadline.
- The application form should be filled in without any changes to the layout and should be emailed in Word format along with your CV to the following email address only: recruiting@nweurope.eu
- We are looking for candidates whose education background and experience match the job requirements, we therefore recommend a careful reading of the job profile before sending your application.
- Interviews and written tests will take place in our offices located in Lille, France, on **Wednesday 31st October 2018**. No alternative date will be possible.
- An individual email will be sent to all short-listed candidates by **Friday 19th October** (at the latest). Candidates will be expected to confirm their participation to tests and interview by email return. They will then receive full information package (location, hotel room hire if distance requires, expense claim procedure and conditions, etc).
- All the candidates who will not have been short-listed will be informed in due time. Please note that the large number of applications foreseen will not allow individual feedback.
- No information regarding tests form/content will be revealed beforehand to the short-listed candidates.

Confidentiality

Candidates are reminded that the selection is confidential.

Should you need information you cannot find in this document, please email:

Domiga Pollet, office assistant: domiga@nweurope.eu

Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

The selection is not limited to EU citizens.

Terms and Conditions for employment

- The working place is located at the Joint Secretariat offices based in Lille, France.
- The contract is due to start preferably in December 2018.
- The contract will be under French labour law, and includes a probation period.
- The jobholder will be offered a gross monthly salary of € 3,824 (around € 2,934 net before income tax)

What we offer

- An exciting opportunity to work on innovative projects being implemented across the North-West Europe area.
- Travelling to project and programme events throughout the NWE area.
- Joining a team of international colleagues and working in a unique, multicultural environment.
- Building valuable skills through trainings and workshops, and participating in various transnational EU networks.
- Working in English on a daily basis.
- And much more!....

The Interreg North-West Europe Programme

Interreg North-West Europe is a European Territorial Cooperation Programme funded by the European Commission with the ambition to make the North-West Europe area a key economic player and an attractive place to work and live, with high levels of innovation, sustainability and cohesion. It invests € 370 million of European Regional Development Fund (ERDF) in activities based on the cooperation of organisations from eight countries: Belgium, France, Germany, Ireland, Luxembourg, The Netherlands, Switzerland and the United Kingdom.

It has an area of 845,000 km² and is home to 180 million people. Considered as one of the most dynamic and prosperous areas of Europe, it also faces a number of environmental, social and economic needs and challenges.

We support cooperation across borders in a large European area: North-West Europe. For that, we fund projects involving partners from at least three different countries with a joint approach to tackle common issues.

The aim is to reduce the disparities among regions and raise the overall level of performance across the whole area. The themes selected for the 2014-2020 period mainly address smart and sustainable growth. Our Member States carefully chose them to address North-West Europe's main challenges.

- Innovation
- Low carbon
- Resource and materials efficiency

Further information: www.nweurope.eu

The role of the Joint Secretariat / Contact point network

The Managing Authority (MA) of the Interreg North-West Europe Programme is the Hauts-de-France Region Council based in Lille (France).

The Managing Authority has created an international legal body, called GEIE GECOTTI-PE, to host in Lille three Interreg Programmes (Interreg North-West Europe, Interreg Europe, Interreg 2 Seas) and the Urban Initiatives Actions Programme. That body under private law is the legal employer of the members of the Joint Secretariat staff.

The Joint Secretariat (JS) based in Lille assists the Managing Authority, the Audit Authority, the Group of Auditors and the Monitoring Committee in the implementation of their tasks and responsibilities.

The Joint Secretariat provides most of the Managing Authority tasks to the Member States (MS) and the project partners. Their mission is therefore to deliver high quality, responsive

and pro-active services to their main stakeholders: Managing Authority, Member States and project partners.

In short the Joint Secretariat's services include:

- High quality assistance to project partners: development (in close collaboration with the Contact Points) and implementation phases
- Preparation of selection of the best projects
- Monitoring of the high quality of the projects outputs
- Communicate on project results and impacts

Together with the director, the total number of staff members in Lille currently includes 20 people. The total number of contact points is around 13 people.

The current JS architecture is separated in two units in Lille and one unit spread over the eight countries:

- The **Project unit** dealing with project development and implementation,
- The **Support unit** dealing with financial, IT, HR and all administrative matters,
- The **Contact Point network and Communication unit**. The Interreg North-West Europe contact points serve as a first interlocutor for project applicants in the respective country. They assist project partners in project development and application and can be contacted for any other information in the four languages of the Programme. This unit has a coordinator and two communication officers located in Lille and a network of contact points in all eight participating countries.

Further information: www.nweurope.eu/contact-us/