



Communications manager

ALLEA, the European Federation of Academies of Sciences and Humanities, is seeking to fill a **Communications Manager** position for the EU-funded project Science Advice for Policy by European Academies (SAPEA), part of the European Commission's Scientific Advice Mechanism.

- **Start date:** 1 October 2023 or as soon as possible.
- **End date:** In the first instance, the contract(s) are fixed-term until the end of the current SAPEA funding period on 31 December 2024. We expect that it will be possible to renew the contract(s) beyond that date, but this is subject to renewed mandate and funding from the European Commission.
- **Location:** Our office is in central Brussels. Our team is working flexibly between the office and home; similar arrangements will be discussed with the successful candidate(s).
- **Type of contract:** The contract(s) will be in accordance with Belgian labour regulations.
- **Salary:** Salary is paid 13,92 times per year as per Belgian labour regulations. Starting salaries will be negotiated with the right candidates depending on experience, within a range of 3400–3800€ (total monthly gross salary).
- **Benefits:** ALLEA offers a generous extra-legal leave allowance in addition to the Belgian annual leave allowance. Other benefits include meal vouchers, flexible hours, commuting allowance and/or teleworking allowance, which are provided in addition to the monthly gross salary.

About the work of SAPEA and the communications team

SAPEA (www.sapea.info) is part of the European Commission's Scientific Advice Mechanism. Together with the Group of Chief Scientific Advisors, we provide independent scientific advice to European Commissioners to support their decision-making.

SAPEA brings together outstanding expertise from natural, applied and social sciences and humanities, from over a hundred academies, young academies and learned societies in more than 40 countries across Europe.

In addition to our primary activities, we also have a mission to communicate widely about the work of the Scientific Advice Mechanism, and to raise awareness and stimulate debate about the role of scientific evidence in policymaking. These activities are led by the SAPEA communications team in Brussels, which currently consists of a Head of Communications, a Communications Manager and a Communications Officer.

We also prioritise the highest standards of transparency and accessibility in all aspects of our work, and the communications team has a key role to play in this.

About ALLEA

ALLEA (www.allea.org) is the European Federation of Academies of Sciences and Humanities, representing more than 50 academies from almost 40 countries in Europe. Since its foundation in 1994, ALLEA speaks out on behalf of its members on the European and international stages, promotes science as a global public good, and facilitates scientific collaboration across borders and disciplines. As one of the Academy Networks that jointly make up SAPEA, ALLEA leads on SAPEA communications activities and acts as employer for communications staff.

Communications Manager

The Communications Manager will play a lead role in coordinating communications related to the topics on which we give science advice. In particular, this involves a close day-to-day collaboration between the SAPEA team and staff employed by the European Commission, who are also part of the Scientific Advice Mechanism.

Because of the special nature of this role, the successful candidate will have demonstrable experience and skills in project management and collaboration, as well as an excellent understanding of the principles of science communication. This is not an entry-level role.

As a small team, we also expect all colleagues to pull their weight in the general activities of the communications team.

Responsibilities and tasks

As Communications Manager, your responsibilities and tasks will include:

- Prepare, secure approval for, and implement topic communications plans in close cooperation with multiple partners.
- Ensure a smooth collaboration between SAPEA communications colleagues, academies and academy networks, European Commission staff, and others involved in each topic.
- Propose, coordinate and contribute to a range of innovative and impactful communications products and activities for dissemination and outreach, including events, publications and digital products targeting many different audiences.
- Where appropriate, liaise with third parties to explore collaboration opportunities such as shared events, publications or other communications activities.
- Collect data to demonstrate the impact of topic-related communications activities, including for the purposes of continuous evaluation and improvement.
- As part of the team under the guidance of the Head of Communications, contribute to communications activities that are unrelated to the topics of our science advice, including events, videos and the Science for Policy podcast.
- Where necessary for the above tasks, manage relationships with external contractors.
- Assist with the general smooth running of the SAPEA communications team and support colleagues in their own tasks related to communications, including in social media and traditional media (press) outreach activities.
- Engage in active horizon-scanning across many spheres of public debate, to alert colleagues to current and upcoming opportunities for effective communication.

Personal profile

Essential skills, knowledge and experience:

- A relevant Bachelor's degree (for instance, in communications or science communication, public relations or journalism), or experience equivalent to such a qualification.
- At least five years' professional experience, including demonstrable experience in project management and in building relationships with stakeholders, especially in an institutionally complex setting.
- Demonstrable interest in science communication, evidence-informed policymaking or the role of science in society.
- Excellent oral and written proficiency in English, including clear and confident communication skills.
- Good time management skills.
- Flexibility and adaptability to build strong working relationships with colleagues, including in the absence of strict lines of accountability between different parts of the organisation (e.g. in a consortium of independent organisations).

Additional desirable skills, knowledge and experience:

- Experience or demonstrated interest in public policy, EU politics or public engagement work.
- Demonstrated experience working in communications for an umbrella association or a European project.
- Knowledge of another European language (besides English).
- Experience of working in a small, flexible team or an informally-structured organisation.

How to apply

To apply, please send your application to recruitment@sapea.info by 20 August 2023. Your application should contain the following documents in PDF format:

- A covering letter of no more than 2 sides of A4, outlining your reasons for applying for this post and highlighting any particularly interesting connections between your skills and experience and the requirements of this post
- CV (resumé)

Only applications containing both of the above will be considered.

Interviews are expected to take place in Brussels in the weeks following the closing date. Reasonable travel expenses can be reimbursed. We prefer to interview in person, but we will also consider an online interview process for candidates where this is necessary.

We are an equal opportunities employer. Please let us know in your application if you require any adaptations to the interview process because of a disability or other circumstances.