European Schoolnet Communications Manager

European Schoolnet is looking for a self-motivated and talented Communications Manager to develop its communications strategy.

The European Schoolnet Communications Team is the outreach unit of the organisation. Its role is to act as a centre of expertise for communication and to play an active role in helping create more political, media and public endorsement for action on innovation within education at a European, national, and sectoral level. The team members deliver strategic advice, communication, and outreach support to European Schoolnet projects. They also work as part of a European network of Ministries of Education towards the transformation of education in Europe. The Communications Manager will be a key member of the management team, and work in close partnership with the Executive Director and the Business Development Manager, ensuring the alignment of current and future communications.

Are you a strategist who wants to lead the process of shaping our communications plans to increase visibility and impact in the European policy arena? Are you an experienced communications professional who can build and sustain strong relationships with key stakeholders? Can you produce and distribute top-quality content via external reporting as well as on multi-channels dissemination? Then this opportunity is for you!

**MAIN TASKS:**

As Communications Manager, you will be responsible for the day-to-day management and smooth functioning of the Communications Team. Working collaboratively, you will ensure the Communications Team addresses evolving needs effectively, enabling collective impact.

This is a role with substantial leadership, delivery and transformation aspects and an internal focus. This position will suit a strategic thinker with a background in leading communications for EU policy-oriented organisations.

Coordinating the communication activities of European Schoolnet:

- Define and implement the annual communication strategy and plan.
• Create and promote high-quality content that engages stakeholders and audiences, both for activities and events.

• Identify appropriate interactions between the project communication activities and EUN corporate communication activities.

• Coordinate and manage the operational aspects of communication activities (translations, video production, printing, graphic design, suppliers coordination).

You will, among other things:

• Analyse the evolving requirements of the Communications Team and network to assess the various needs and make sure that these are addressed in an efficient and effective manner.

• Ensure appropriate processes, policies and practices are in place and aligned with the organisational strategy and values.

• Develop work plans with the team and follow up on their implementation and evolution.

• Manage, guide, and develop the core Communications Team.

• Be the go-to person for both the Communications Team and for colleagues to solve communications issues.

• Organise and supervise the implementation of the corporate identity in all communications and promotional materials.

• Give advice and/or provide support across teams concerning project communications.

• Coordinate relationships with stakeholders (European Commission, Erasmus+ National Agencies, eTwinning National Support Organisations, etc.).

• Prepare, produce, and deliver presentations in meetings with stakeholders and in public events (Workshops, Conferences, etc.).

• Draft, produce, finalise, and deploy official deliverables (particularly, annual activity report), reports, formal and informal documents, promotional materials, articles and other content related to European Schoolnet.

• Handle contacts with the press.
PROFILE AND SKILLS:

We are looking for a communication professional with a sound experience in large European projects involving several countries.

The candidate must have:

- Excellent people management skills coupled with the ability to motivate and lead a team.
- Outstanding organisational, planning and time management skills, paired with the flexibility to adjust and innovate.
- Outstanding written and verbal communication skills.
- A solid expertise in multi-channel communication (web, newsletters, social media, blogs, publications).
- Excellent problem-solving skills and the ability to juggle priorities and assignments.
- An analytical and creative mind, with a keen eye for detail and a passion for excellence.
- Strong interpersonal skills and a team player attitude to make a difference in an international environment.
- A strong track record of delivering high-quality services across a variety of communications areas.
- Excellent presentation skills and the ability to present complex ideas clearly and succinctly.
- The ability to promote and influence the education agenda within various stakeholders.
- Good knowledge of European education and training policies and good understanding of the mechanisms of European programmes in education and training.
- Good knowledge of national education systems and policies.
- Must be able to multitask and work well under pressure.
QUALIFICATIONS
The right candidate must have:

- Master’s degree in communications or other relevant degrees.
- At least 3 years’ experience (preferably 5 years) in a management position, preferably in European projects related to education.
- A native or near-native level of English and at least another European language. Any other language would be an additional asset.

ABOUT EUROPEAN SCHOOLNET:
European Schoolnet (www.eun.org) is the network of 33 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. We pledge to:

- Support schools in achieving effective use of ICT in teaching and learning.
- Improve and raise the quality of education in Europe.
- Promote the European dimension in education.

WHAT DO WE OFFER?
The unique opportunity to work as part of a highly dynamic, international group of individuals who combine their passion to make a difference with a rigorous and results-oriented approach to work.

A flexible work environment and a space to develop and challenge yourself.

Duration: 12 months, renewable.

Deadline for applications: 10 September 2021
**Benefits:** salary varies according to experience and qualification, meal vouchers, travel expenses support, (corporate) hospitalisation insurance DKV.

**Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.

---

**HOW TO APPLY:**

Please send your **CV** and **motivation letter** in English to [jobs@eun.org](mailto:jobs@eun.org) including Communications Manager + your surname in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this position.

Interviews will take place as soon as possible via video conference.

Please, kindly note that due to the volume of applications, only pre-selected candidates will be notified.