Communication Manager for education Platform

European Schoolnet (EUN) is recruiting a full-time Communication Manager to join the EUN team in Brussels.

EUN is designing and coordinating a major education Platform with the aim to provide a single entry point for policies, content, activities and opportunities in the area of School Education in Europe.

MAIN TASKS:

The successful candidate will be in charge of the overall communication plan of the platform and its specific activities.

Main tasks:

- Design, planning, implementation, adjustment, monitoring and reporting of the overall communication plan of the Platform.
- Organise and supervise the implementation of the visual identity of the Platform in all communications and promotional materials, at central and national level.
- Coordinate relationship with stakeholders to gather their input related with the Platform.
- Prepare, produce and deliver presentations in meetings with stakeholders and in public events (Workshops, Conferences, etc.)
- Draft, produce, finalise and deploy official deliverables, reports, formal and informal documents, promotional materials, articles and other content related to the Platform.

PROFILE AND SKILLS:

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

The candidate must:

- Have strong organisational, strategic, coordination and leading skills, with a proactive attitude.
- Have a solid expertise in multi-channel communication (web, newsletters, social media, blogs, publications).
• Excel in problem-solving skills and be able to juggle priorities and assignments.
• Have great attention for details.
• Be team player with strong interpersonal skills to succeed in an international environment.
• Be committed to a good work ethic, able to work well in teams and independently, sometimes to short deadlines.

QUALIFICATIONS:
The right candidate must have:

• Master’s degree in communications or other relevant degrees.
• A minimum of 3 years’ experience in a management position, preferably in European projects related to education.
• Mother tongue or equivalent in English and at least another European language. French would be an additional asset.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 32 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. In particular, 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

USEFUL INFORMATION:

Duration: 12 months, renewable.

Deadline for applications: 5 April 2021 at 17:00 CET.

Benefits: competitive salary (depending on experience and qualification), meal vouchers, travel expenses support, (corporate) hospitalisation insurance DKV.
Location: European Schoolnet, Rue de Treves, 61, Brussels, Belgium

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

Due to the volume of applications, only pre-selected candidates will be notified.

HOW TO APPLY:

Please send your CV and motivation letter in English to jobs@eun.org including “Communication Manager for education Platform” in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this position.