



Ligue des Bibliothèques Européennes de Recherche  
Association of European Research Libraries

**Job title: Project Communications & Events Officer**

**Grade: 9**

**Location: LIBER Office, KB, The Hague**

**Hours of work: 100%, 40 hours per week**

**Period of appointment: 2 year contract**

**Salary: 2590-3568 euro per month**

**About the position:**

The post-holder will provide support for communications activities and be responsible for the planning and organisation of events and workshops associated with LIBER's portfolio of EU projects. The post will also provide support and periodic cover for the LIBER Communications Officer. Experience with social media and in the organisation of workshops is essential. Potential applicants must also be enthusiastic and interested in the range of issues addressed in these projects e.g. open data, open access, research infrastructure, and text and data mining.

**Main Purpose of the role:**

- To be responsible for undertaking the duties listed in the project descriptions of work which have been assigned to LIBER in the context of European projects
- To organise a range of workshops and events in collaboration with project partners
- To provide support for the implementation of the overall communication strategy for LIBER to LIBER's Communications and Marketing Officer

**Main responsibilities:**

- To implement the communication and engagement activities in European projects in which LIBER is involved
- To work with other project partners and co-ordinate communication and dissemination actions, events and workshops
- To promote projects and raise awareness through workshops, conferences, social media and other tools
- To support the implementation of the communications strategy for LIBER
- To work on LIBER's social media and web presence
- To give support to the Executive Director of LIBER on request

**Special Working Conditions**

- Regular travelling
- Occasional out-of-hours working, including weekends, in association with conferences, meetings and other events

**Contact with Others:**

- This position reports directly to the EU Projects Manager and works in close cooperation with the Communications Officer
- LIBER Executive Director, project co-ordinators, project partners, libraries, universities, EU institutions

**Person specification:**

**Essential Qualifications**

- A first degree or equivalent qualification in a communications or a related discipline

**Desirable Qualifications**

- A higher degree, or its equivalent
- A project management qualification

**Essential skills**

- Experience in a communications role
- Experience of organising workshops and conferences
- Experience in working in European Projects
- Experience of current communication tools, in particular social media and Web site management
- Demonstrable verbal and written communication skills
- Excellent knowledge of spoken and written English
- Familiarity with/interest in current issues in research libraries
- Well developed IT skills (including knowledge of MS Office packages, email and the internet, social media)
- Creative, flexible and with a demonstrable feeling for innovation
- Demonstrable team working skills
- Demonstrable interpersonal skills
- The ability to manage a variety of tasks, prioritise a heavy workload and meet targets
- A logical approach to problem-solving
- The ability to work with minimum supervision

**Desirable Knowledge and Experience**

- Experience of working in an international environment
- Understanding of one or more European languages other than English

To apply for this position please send your CV and a cover letter explaining your suitability for this position to Susan Reilly, Executive Director, [susan.reilly@kb.nl](mailto:susan.reilly@kb.nl) by 5pm CET on Friday the 3<sup>rd</sup> of April, 2015.

Interviews for this position will be held via Skype on either the 17<sup>th</sup> or 20<sup>th</sup> of April.

Please note, only applicants with a valid visa to work in the EU can be considered for this position.

More information regarding pay and conditions can be found here:

<http://www.wvoi.nl/default.asp?cid=92&pid=76>