



Ligue des Bibliothèques Européennes de Recherche  
Association of European Research Libraries

**Job title: EU Projects Officer**

**Grade: 8**

**Salary:** Salary will be on Scale 8: minimum € 2,356,- to maximum €3,156,- gross per month full-time, plus a vacation allowance of 8%, and a December allowance of 8.33%.

**Reports to:** EU Projects Manager of LIBER

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

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

**Period of appointment:** 1 year contract

**Main responsibilities:**

Responsible for undertaking duties listed in the project description of work which have been assigned to LIBER. The EU Project Officer projects reports to LIBER's EU Projects Manager.

Tasks would include:

- Contributing to work packages in which LIBER is involved
- Work on reporting to the EC for several projects
- Raising awareness through social media, workshops, conferences and other tools
- Promoting projects to the LIBER membership
- Implementing project communication plans and organising dissemination activities such as workshops

**General**

- Actively to follow LIBER policies and procedures

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

**Occasional Duties**

- To give support to the Executive Director of LIBER on request.

**Special Working Conditions**

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

**Contact with Others:**

- LIBER Executive Director, LIBER EU Projects manager, EU Project Officers (Both LIBER and other) , project co-ordinators, project partners, libraries, universities, EU institutions



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**Person specification:**

**Essential Qualifications**

- A first degree or equivalent qualification

**Desirable Qualifications**

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

**Essential skills**

- Knowledgeable about current communication tools, in particular social media
- Experienced in EU Projects
- Ability to work on a variety of projects simultaneously, prioritise a heavy workload and meet targets
- An excellent written and verbal communicator
- Fluent in English
- Familiar with current issues in research libraries
- Creative, flexible and with a demonstrable feeling for innovation
- Have a logical approach to problem solving
- Be able to work with minimum supervision
- Demonstrable team working skills
- Demonstrable interpersonal skills

**Desirable Knowledge and Experience**

- Understanding of one or more European languages other than English