



JOB OPENING: COMMUNITY ENGAGEMENT PROJECT OFFICER (0.6)

Overview

- **Salary** - Scale 9. This implies a full-time equivalent of minimum €2700 to maximum gross €3720 per month, plus a vacation allowance of 8%, and a December allowance of 8.33%.
- **Reports To** - EU Projects Manager
- **Line Manager For** – None
- **Location** - LIBER Office, KB, The Hague
- **Hours of Work** - 60%, 28 hours per week
- **Period of Appointment** - 1 year contract

Main Purpose

The new Community Engagement Project Officer will be responsible for:

- Stakeholder engagement and related work packages and activities in the projects in which LIBER participates.
- Undertaking the duties listed in the project descriptions of action which have been assigned to LIBER, in the context of European projects that relate to engagement.

Main Responsibilities

FutureTDM (50%)

- Work with other project partners and contribute to work packages in which LIBER is involved.
- Build up the FTDM network of stakeholders.
- Promote the project to appropriate stakeholders and via appropriate channels.
- Liaise with publishers and national helpdesks.
- Organise events and workshops.
- Contribute to written reports where appropriate.

Other EU Projects (50%)

- Provide support for the execution of stakeholder engagement activities (workshops, social media, training etc.) in other EU projects that LIBER is involved in such as EUDAT, OpenMinted, OpenAire2020 and LEARN.
- Liaise with and support stakeholders within these projects.

General

- Actively follow LIBER policies and procedures.
- To occasionally give support to LIBER's Executive Director, on request.

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

Special Working Conditions

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

Contact with Others

LIBER Executive Director, LIBER EU Project Officers, project co-ordinators, project partners, libraries, universities, publishers, EU institutions.

Person Specification

Essential Qualifications

- A first degree or equivalent qualification in a relevant area (e.g. librarianship, information management).

Desirable Qualifications

- A higher degree, or its equivalent in a relevant area.
- A project management qualification.

Essential Skills and Experience

- Knowledge of library/open science landscape.
- Knowledge of current communication tools, in particular social media.
- Experience working on EU projects.
- Demonstrable verbal and written communication skills.
- Excellent knowledge of spoken and written English.
- Passion for technology.
- Ability to describe complex issues in plain English.
- Creative, flexible and with a demonstrable feeling for innovation.
- Sense of diplomacy and leadership.
- Demonstrable event management 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.
- Demonstrable experience of delivering training.
- Understanding of one or more European languages other than English.

To Apply

For an informal discussion regarding the position please contact LIBER Executive Director, Susan Reilly, susan.reilly@kb.nl. To apply for this position please submit a CV and covering letter outlining your eligibility for and interest in this position to liber@kb.nl using 'PROJECT OFFICER' in the subject line.

Closing Date

The closing date for applications is: Friday, 12 August 2016. We expect to hold interviews via Skype on 24-25 August 2016.

July 2016