



## PROJECT COMMUNICATIONS OFFICER

### 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
- **Location** - LIBER Office, KB, The Hague
- **Hours of Work** - 100%, 40 hours per week
- **Period of Appointment** - 1 year contract

### About The Role

The post-holder will be responsible for the dissemination and event activities associated with LIBER's portfolio of EU projects, the promotion of our projects to appropriate stakeholders, and some project administration.

- Undertaking the duties listed in the project descriptions of work which have been assigned to LIBER in the context of European projects
- Organising a range of workshops and events
- Producing project dissemination material

### Main Responsibilities

To undertake the duties listed in the project descriptions of action in close collaboration with other project partners. The duties in the project descriptions of action will include:

- Co-ordinating communication and dissemination actions, events and workshops
- Contributing to written reports
- Leading and/or taking minutes in project conference calls
- Taking part in project plenary meetings
- Supporting the implementation of the LIBER communications strategy
- Giving support to the Executive Director of LIBER on request

### Special Working Conditions

This job requires regular travel, and 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. The successful applicant will also have regular contact with LIBER's Executive Director, project co-ordinators, project partners, libraries, universities and EU institutions.

## Person Specification

### Essential Qualifications

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

### Desirable Qualifications

- A project management qualification.

### Essential Skills and Experience

- Experience in a communications role
- Experience in working in European Projects
- 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, design skills (including knowledge of MS Office, Photoshop, Indesign, social media tools)
- Creative, flexible and with a demonstrable feeling for innovation
- Demonstrable team working 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 working in an international environment
- Understanding of one or more European languages other than English
- Experience in the production and editing of videos

## To Apply

For an informal discussion regarding the position please contact Melanie Imming, EU Projects Manager, [melanie.imming@kb.nl](mailto:melanie.imming@kb.nl).

To apply for this position please submit a CV and covering letter outlining your eligibility for and interest in this position to [susan.reilly@kb.nl](mailto:susan.reilly@kb.nl) using 'PROJECT COMMUNICATIONS OFFICER' in the subject line.

## Closing Date

The closing date for applications is 18 December 2016.