



*is recruiting a*  
**Communications Manager**

Ecsite is the European network of science engagement organisations and counts 310 institutional members that include science centres, museums, festivals, universities, planetariums, research bodies and learned societies, companies, local authorities and many more. The common thread uniting these institutions is a commitment to public engagement, communicating science through accessible, interactive exhibits and programmes.

Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and best practice on current issues. To this end, Ecsite organises an international four days Conference that welcomes over 1,000 professionals in science communication open to all and a Directors Forum for Senior Managers of Ecsite members; it offers different services to its members; shares news and trends and is involved in numerous collaborative projects financed by the European Commission.

The Ecsite Executive office is centrally located in Brussels in the attractive and easily accessible avenue Louise neighbourhood (Ixelles). English is the working language.

### **Mission**

The Communications Manager will mainly:

- Suggest communication directions in line with the [Ecsite Strategy](#) and create communication content in close collaboration with the Executive Director
- Plan and implement the Communication activities
- Lead the Communication team and the Spokes Committee
- Build and monitor the Communication budget

Ecsite has two flagship events: the Ecsite Conference, gathering about 1,000 science engagement professionals from over 50 countries, and the Directors Forum, for approximately 65 CEOs of European science engagement organisations. Both events are organised in collaboration with a host that is an Ecsite member. The incumbent leads the communication of these two events.

The Communications Manager develops and delivers Ecsite's communications offer, in line with the Ecsite brand. This includes the Ecsite website, *Spokes*, a monthly digital newsletter and quarterly digest, social media, Ecsite corporate publications such as Annual Reports and brochures, materials for the Ecsite Conference, contributions to the dissemination actions of the European projects and other items.

As part of a small team, the Communications Manager will work closely on a wide range of topics including science communication, science centres and museums, science in society issues, EU policy related to public engagement with science, and other themes that concern Ecsite and its members.

Note that the position offers limited opportunity to draft science communication contents: Ecsite news are *about* science engagement and we rarely report on science topics *per se*. Neither is it suited for applicants wishing to work in policy making.

## Place in the organisation

The Communications Manager reports to and works under the responsibility of the Executive Director of Ecsite. She/he collaborates with the fourteen other Ecsite team members, in particular the Events Manager, the Senior Project Manager and the Senior Administrators. Twice a year, Ecsite recruits a Communication Intern, supervised by the Communication Manager. One team member works 20% for the Communication team.

## Responsibilities

- Implementation the promotional strategy of events and activities
- Organisation of in-person and virtual events with communications and promotion purposes
- Liaising with event hosts, graphic designers and with the Ecsite team to address their needs and respect deadlines
- Establishing and monitoring work plan, budget and deadlines for the promotion of Ecsite's events and Ecsite corporate communication
- Conception, writing, editing and delivery of Ecsite's communication tools, keeping the website up to date, writing copy, editing text, publishing on social media platforms, compiling news...

## Skills and abilities required

- Excellent written and verbal communication skills. Native-level spoken and written English; other languages are a plus
- Customer-focused, service oriented
- Excellent time management and organisational skills and ability to manage multiple tasks and projects at a time
- Experience in managing small teams and monitoring budgets
- Interpersonal skills to work with individuals and groups from culturally diverse backgrounds.
- Self-motivated, quick learner; ability to work independently and set priorities in a flexible and adaptable working style
- Ability to build and maintain broad networks of partners, excellent interpersonal skills
- Motivation to work for a science communication organisation in an international environment
- Experience in drafting publications, articles and copy editing non-native English and following editing processes
- Good knowledge of communications tools and techniques (including content management systems, Mailchimp, social media channels) and of softwares (Word, Excel, Outlook, PowerPoint)
- Proofreading and editing skills

## What we offer

- Ecsite offers an opportunity of gaining wide experience within an innovative, multinational association with broad and challenging responsibilities and the opportunity to work within a highly motivated and professional team
- Attractive conditions are offered and will be adapted depending on experience
- A full-time, one-year contract under Belgian law will be offered with a renewal possibility
- Applicants must be able to legally live and work in Brussels
- Ecsite is committed to providing an equal opportunity work environment

## Start date and selection process

- The preferred start date is **1 April 2022**.
- We will be evaluating applications on a rolling basis until we find the best candidate
- We thank everyone for their application, but only shortlisted candidates will be contacted
- Candidates will be interviewed in Brussels (in person or virtually) and will complete a written task

## Applications

Please send your application by email, including a cover letter addressing the specific requirements of the job description, plus a curriculum vitae in English to Florence Boivin, HR and Administration Manager: [fboivin@ecsite.eu](mailto:fboivin@ecsite.eu) with "*Communications Manager - Name of applicant*" in the subject line.