



Vacancy Advertisement - Communications Officer

The Consortium of European Social Science Data Archives (CESSDA) is a pan-European distributed research infrastructure (ERIC) that provides large-scale, integrated and sustainable data services to the social sciences research community to conduct high-quality research and contribute to solutions to major societal challenges.

CESSDA is financed and composed of 22 member countries. It is one of 25 European Research Infrastructures (ERICs) on the European Strategy Forum on Research Infrastructures (ESFRI) Roadmap, part of the ERIC Forum, the SSHOC (Social Sciences and Humanities Open Cluster) and contributes to the build-up of the European Open Science Cloud (EOSC).

The secretariat, called the Main Office, supports its Members, Service Providers and international partners and initiates, coordinates and aligns strategic activities.

Job title	Communications Officer
Contract	Fixed-term contract for a period of three years with the possibility of a permanent contract
Hours	37,5 hours per week
Responsible to	Director of CESSDA ERIC
Job location	CESSDA ERIC Bergen, Norway
Working language	English
Information	https://www.cessda.eu/

Role

The Communications Officer is responsible for all communication aspects of the CESSDA Main Office, ensuring the visibility of CESSDA to internal and external stakeholders, and contributing to its mission at the European level.

He/she produces high-quality communication materials and multimedia content that effectively conveys CESSDA's activities, products, and services.

He/she builds the CESSDA brand by co-developing a communication strategy, maintaining relationships with key audiences, and participating in public events.



Responsibilities

Communication

- Write, edit, and proofread communication materials (e.g., publications, annual reports, press releases, position statements).
- Serve as a member of the CESSDA editorial board and oversee the production of CESSDA's newsletters as a primary communication channel.
- Manage CESSDA's social media presence, including updates to the CESSDA website, and suggest new communication channels.
- Produce or oversee multimedia content for the website (e.g., impact stories, infographics), and track and evaluate media coverage.
- Coordinate activities with partners from various countries and institutions to ensure broad outreach and public engagement.
- Support the organisation of webinars, conferences, and other events related to the CESSDA's activities, products, and services.
- Liaise with different CESSDA stakeholder groups, maintaining databases and distribution lists and ensuring effective positioning.

Public Relations (PR)

- Research and stay updated on the activities of CESSDA Main Office staff (including the Director and teams) and Service Providers to identify newsworthy content for stakeholder engagement.
- Manage CESSDA's internal and external information flow to disseminate important news or events.
- Oversee the design and branding of CESSDA.
- Support the development and implementation of a CESSDA communications strategy.
- Handle inquiries from the media.

Outreach

- Assist the Office staff in communicating results from workshops, EC projects, conferences, etc., to various stakeholder groups ranging from researchers to actors in the European Research Area.
- Participate in and contribute to the organisation of webinars and conferences.

Qualification and Experience

- Academic degree or Master's in Communications, Public Relations, or related fields.
- Full proficiency in English (native speaker level), with excellent written and verbal communication skills.
- A minimum of three years of relevant professional experience.
 - Experience engaging with diverse target audiences in an international and/or research environment.
 - Advanced digital and multimedia skills, including visual design (e.g., Adobe, Insight), web analytics, survey tools, social media, email marketing services, and/or video editing.



- Strong attention to details
- Sensitivity to privacy and confidentiality issues.
- Ability to work independently in a fast-paced, multicultural environment.

Assets

- Experience in Public Affairs or a science policy environment is considered a strong asset.
- Fluency in Norwegian language
- Experience in project management.

Desired Skills/Attitude

- Strong critical and analytical skills
- Ownership and result-oriented
- Team player
- Adaptability and flexibility in various work environments.

What we offer

- Exposure to an international environment with the opportunity to make a meaningful impact and contribute to shaping the European Research Area and the European Research Infrastructure landscape in the domain of Social Sciences.
- The salary is in line with similar roles in the Norwegian public sector; the final salary is dependent on the candidate's work experience.
- Hands-on experience working with a pan-European research infrastructure and EU-funded projects.
- Be part of an international team.
- Opportunities for professional skill development.
- Private Health insurance.
- AFP (early retirement) Premium pension scheme.
- A friendly, collaborative working environment, with the chance to contribute to projects that have a positive societal impact.
- The CESSDA Main Office is located in the Bergen city centre and has easy access to the airport.

Diversity & Inclusion

At CESSDA ERIC, we are committed to fostering a culture of inclusion and connectedness. We value diversity in all its forms, including backgrounds and experiences. This commitment is reflected in our diverse and inclusive community of partners and employees.

In recruiting for our team, we welcome the unique contributions that candidates can bring in terms of education, culture, ethnicity, gender identity and expression, nationality, age, colour, religion, disability, sexual orientation, and beliefs.

**Application Process**

- To apply, send a letter of motivation that describes your qualifications, experience, and specific outlook for the post, with the name of two referees or reference letters and a CV in a single PDF, to cessda@cessda.eu. All documents have to be in English.
- The vacancy is open until filled.
 - Short-listed candidates will be first interviewed virtually. Successful candidates will be invited to Bergen, Norway.

For general information, please contact:

- Nina Bakanova, Executive Assistant, nina.bakanova@cessda.eu.
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