



## About us

YERUN is looking for a **Communications and Outreach Officer** to start in September 2022.

YERUN is a dynamic network of European Young Research Universities with an office in Brussels. The network is the representative of Young European Research Universities in the EU landscape. It highlights and actively promotes the distinctive contribution of young research universities in Europe, facilitates the engagement of YERUN member universities in working together and contributing to European policies in Education, Research and Innovation. The current strategy follows priorities on three key pillars: Talent development, an Open culture of excellence and Responsible and engaged institutions.

For more information about our activities, please check our [website](#), our [2021-2025 Strategy](#) and read our latest [Annual Report](#).

## What we are looking for

We are looking for a committed professional, eager to contribute to a dynamic team, with a strong interest in the education and research sector and with skills and experience in delivering effective communication.

You will be part of a small but very efficient team in Brussels that works daily with the YERUN Coordinators and various experts from the network's institutions located across Europe. You must feel at ease working in an international and multicultural context.

Being part of a small team in the Brussels office might require you to be flexible and adapt to different needs for the network to operate effectively. You will be expected to assist and support, when necessary, other colleagues in any other tasks or specific areas of activity to ensure the successful running of YERUN.

## Main tasks & Responsibilities

Reporting directly to the YERUN Secretary General, you will be expected to design and implement a renewed YERUN Communication Strategy including (but not limited to) the following tasks:

- Communication about the activities of YERUN members and about the activities of YERUN as a network.
- Plan, create and manage narrative content for communication channels: the YERUN Website, Twitter, LinkedIn. Draft and edit press releases, news stories, interviews, quotes and other similar content. Manage media enquiries.
- Curate communication materials and other publications of the network. Support the design and development of YERUN reports, other publications, and other presentations. Further develop the network's branding (brand and media management).
- Regularly monitor relevant contacts for increasing the network's audience. Develop, plan and implement engagement campaigns, in connection with the YERUN Strategy 2021-2025, to increase the network's audience. Develop strategic engagement with EU stakeholders (EU

institutions, other university associations, higher education institutions, research organisations, etc.) and international organisations (UNESCO, OECD, etc.).

- Track social media presence and user engagement regarding communication. Based on this, design actions if there are needs to address. Disseminate network's publications, positions and overall activities.
- Coordinate the group of YERUN Communication Officers, the YERUN External newsletter, and design and lead the YERUN Internal newsletter in coordination with the YERUN Policy Officers. Lead the development of the YERUN Annual Reports and other publications of the network as appropriate.
- Support YERUN Coordinators in the dissemination of YERUN to their internal audiences.
- Assist and support the organisation of YERUN events and meetings as required.

## **Skills & Education**

- You hold a bachelor's degree (a master's degree is desirable) and have demonstrable years of work experience relevant to this position, ideally in communication in the higher education or research sector.
- You have strong skills in communication, communication strategies, including developing/creating online content for social media and websites.
- You have excellent drafting and editing skills in English (any other European language will be an asset), analytical skills and the ability to integrate/compile/collate information and communicate it clearly using a broad range of formats, tools and platforms.
- You have a creative mindset and are willing to explore different communication styles according to different audiences and channels (visual communication, infographics, etc.).
- You have a good understanding of EU policy initiatives in the areas of Education, Research and Innovation with demonstrated experience in communication activities related to these areas.
- You are familiar with Brussels-based networks working on the above-mentioned areas and are able to establish and maintain strong relationships with other media contacts and stakeholders.
- You feel at ease working in a small team and be flexible in supporting a wide range of activities.
- You are used to working in a multicultural environment.

Although not a requirement, we highly welcome applications from graduates from our member universities.

Applicants must be eligible to work in Belgium. The position involves occasional travel, mostly within Europe but not exclusively.

## **What we offer**

- 2-year full-time contract (under Belgian legislation).
- Competitive salary based on experience.
- A dynamic, creative and motivating workplace with possibilities to further develop your career.

If you are interested, send us your CV (1 page) and a cover letter to [secretarygeneral@yerun.eu](mailto:secretarygeneral@yerun.eu), clearly explaining your motivations and interests to join us. Please also include your possible start date as well as salary expectations.

**Deadline for applications: 24 June 2022 17.00 CEST.**

Only shortlisted candidates will be contacted.

Expected start date: September 2022.