

**Interreg**



Co-funded by  
the European Union

**North-West Europe**



Région  
Hauts-de-France

Interreg North-West Europe Programme  
is recruiting

## **A Communication Officer**

**on a long-term contract for the Joint Secretariat  
located in Lille, France**

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## **Job description - Communication officer**

Reporting to the Head of Unit - Development and Communication

The Communication Officer will be working within the 'Development and Communication Unit', which has three main objectives:

- Inform about and promote the Interreg North-West Europe Programme
- Support project development, implementation and capitalisation
- Enhance coordination between Programme bodies

The Communication Officer will be in charge of the tasks indicated below, to be led in collaboration with the other officers within the unit, in close contact with the Contact Points and under the leadership of the Head of Unit.

These tasks will be performed in coherence with the programme communication strategy and the annual Joint Secretariat / Contact Point work plans.

### **1. Support to project communication and capitalisation**

- Follow up and support of projects' communication activities in the given priorities.
- Bring together and make available content, resources and background information on the relevant Programme priorities.
- Identifying project results and contributing to the Programme capitalisation strategy.
- Support community building activities between the NWE Programme, its beneficiaries and other relevant stakeholders.

### **2. Development and organisation of Interreg North-West Europe events**

- Development and implementation of event concepts, formats and content, including publicity and promotion.
- Identifying and ensuring presence and visibility of the Interreg North-West Europe Programme at relevant external events.
- Support to Contact Points in the preparation, organisation and implementation of events in their respective countries / regions.

### **3. Management of the Programme website, online presence and social media**

- Design and update of the website's content and functionalities.
- Ensuring presence of the NWE Programme in social media (Twitter, LinkedIn and YouTube).
- Manage and support the further development of the NWE online community.
- Plan, prepare content and ensure dissemination of the NWE newsletter.

### **4. Development of other communication tools and documents**

- Developing and drafting content and information material (digital and print) to promote the Programme.
- Participation in the development of new Interreg NWE communication tools depending on needs and opportunities.
- Managing the outsourcing of services in compliance with French public procurement rules and in close cooperation with the procurement officer at GEIE-GECOTTI PE.

### **5. Contribution to communication strategy planning and reporting**

- Support to the elaboration and drafting of strategic texts and documents (annual work plan, evaluation reports, annual implementation report).
- Contribution to the preparation of relevant items for Monitoring Committee meetings.

## **Competences required**

### **Knowledge**

- 2 to 3 years of experience in communication or in a position requiring strong communication skills, preferably in an international environment.
- Experience in organising events, in website management and use of social media.
- Knowledge of EU communication rules, the EU institutions and policies is an asset.
- Experience in communicating about EU-funded projects/programmes is an asset.
- General understanding of the Programme themes will be of added-value.

## Skills

- Master's degree in any field of relevance to the above tasks or equivalent experience.
- High level of proficiency and fluency in English and at least one other North-West European language (French, Dutch, German).
- Excellent communication and drafting skills, capacity to convey information in an informative, accurate and appealing way, good 'story-teller'.
- Strong interpersonal skills and ability to work with third parties to complete projects in time, to brief and on budget.
- Excellent computer literacy: website, social media and Office.
- Experience with Content Management Systems would be an asset (Odoo, Umbraco).

## Attitude

- Service/client oriented, hands-on mentality.
- Taking initiative specifically in challenging situations, solution-oriented.
- Committed, has integrity.
- Team spirit and loyalty to other colleagues whilst maintaining high performance.
- Flexible approach to work; willingness to travel and work irregular hours.
- Ever curious and eager to further familiarize with the broad scale of NWE Programme themes.

## General information for applicants

- Applications should reach the Joint Secretariat **by Tuesday 13 February 2024 at midnight (CET)**. We will not consider applications received beyond that deadline.
- The application form should be filled in without any changes to the layout and should be emailed in Word format along with your CV to the following e-mail address only: [recruiting@nweurope.eu](mailto:recruiting@nweurope.eu)
- We are looking for candidates whose education background and experience match the job requirements, we therefore recommend a careful reading of the job profile before sending your application.

- Pre-selected candidates will be invited for a short visio interview on **Wednesday 21 February 2024**.
- Successful candidates will be asked to come to Lille, France, for an interview and written test on **Thursday 14 March 2024**. No alternative date will be possible.
- An individual email will be sent to these candidates **by Friday 23 February 2024**. Candidates will be expected to confirm their participation to tests and interview by email return. They will then receive full information package (location, hotel room hire if distance requires, expense claim procedure and conditions, etc).
- All the candidates who will not have been short-listed will be informed in due time. Please note that the large number of applications foreseen will not allow individual feedback to non-shortlisted applicants.
- No information regarding tests form/content will be revealed beforehand to the short-listed candidates.

### **Confidentiality**

Candidates are reminded that the selection is confidential.

Should you need information you cannot find in this document, please e-mail:

[recruiting@nweurope.eu](mailto:recruiting@nweurope.eu)

### **Equal opportunities**

Equal opportunities policy without distinction on the grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

The selection is not limited to EU citizens.

### **Terms and Conditions for employment**

- The working place is located at the Joint Secretariat offices based in Lille, France.
- The contract is due to start as soon as possible.
- The contract will be under French labour law and includes a probation period.
- The jobholder will be offered a gross monthly salary of € 4,136.34 (around € 3,194 net before income tax)
- Up to 2 days of telework possible
- Commuting costs can be covered up to 50% (including from Belgium).

## **What we offer**

- An exciting opportunity to work on innovative projects being implemented across the North-West Europe area.
- Building valuable skills through trainings and workshops and participating in various transnational EU networks.
- Experiencing and contributing to “Europe” and European cooperation in action through your daily work.
- Travelling to project and Programme events throughout the NWE area.
- Joining a team of international colleagues and working in a unique, multicultural environment.
- Working in English on a daily basis.
- And much more!....

## The Interreg North-West Europe Programme

Interreg North-West Europe is a European Territorial Cooperation Programme funded by the European Commission with the ambition to promote a green, smart and just transition for all NWE territories with the aim to support a balanced development and make all regions more resilient.

For the 2021-2027 programming period, it invests more than € 310 million of European Regional Development Fund (ERDF) in activities based on the cooperation of organisations from the following countries: Belgium, France, Germany, Ireland, Luxembourg, The Netherlands and Switzerland.

The main areas of intervention for the Programme concern sustainable, smart and inclusive growth through the priorities Climate and environment / Energy transition / Circular economy / Innovation and resilience / Inclusive society.

The 2014-2020 Programme (which includes the UK) has closed project activities at the end of 2023 but is bound to keep delivering results and impact in the coming years. This Programme has been focused on smart and sustainable growth through the priorities Innovation / Low carbon / Resource and materials efficiency.

The North-West of Europe area is considered as one of the most dynamic and prosperous areas of Europe, but it also faces a number of environmental, social and economic needs and challenges. This is why the Programme supports cooperation across borders and funds projects involving partners from at least three different countries with a joint approach to tackle common issues.

Further information: [www.nweurope.eu](http://www.nweurope.eu)

## The role of the Joint Secretariat / Contact Point network

The Managing Authority (MA) of the Interreg North-West Europe Programme is the Hauts-de-France Region Council based in Lille (France).

The Managing Authority has created an international legal body, called GEIE GECOTTI-PE, to host in Lille three Interreg Programmes (Interreg North-West Europe, Interreg Europe, Interreg 2 Seas) and the European Urban Initiative (previously Urban Innovative Actions Initiative). This body is the legal employer, under private law, of the members of the Joint Secretariat staff.

The Joint Secretariat (JS) based in Lille assists the Managing Authority, the Audit Authority and the Monitoring Committee in the implementation of their tasks and responsibilities.

The Joint Secretariat provides most of the Managing Authority tasks to the Member States (MS) and the project partners. Their mission is therefore to deliver high quality, responsive and pro-active services to their main stakeholders: Managing Authority, Member States and project partners.

In short, the Joint Secretariat's services include:

- High quality assistance to project partners: development (in close collaboration with the Contact Points) and implementation phases
- Preparation of selection of the best projects
- Monitoring of the high quality of projects' outputs
- Communicate on project results and impacts

Together with the Director, the total number of staff members in Lille currently includes 24 people. The total number of Contact Points is around 13 people.

The current JS architecture is separated in two units in Lille and one unit spread over the participating countries:

- The **Project Unit** dealing with project development, assessment and implementation,
- The **Programme & Support Unit** dealing with governance, finance, audit, risk, evaluation, IT, HR and all administrative matters,
- The **Development and Communication Unit**, dealing with Programme and project development, communication and capitalisation.

Further information: [www.nweurope.eu/get-in-touch](http://www.nweurope.eu/get-in-touch)