



Communications Officer

EERA – European Energy Research Alliance

Description of EERA

The European Energy Research Alliance (EERA) AISBL is the largest low-carbon energy research community in Europe. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organisations from over 30 countries, the key role of EERA is the coordination of public R&D on the energy transition, in close cooperation with the European Commission. In full alignment with the EU 2050 Climate objective, the mission of EERA is to *“catalyse European energy research to achieve a climate-neutral society by 2050”*.

EERA currently runs 18 Joint Programmes (JPs), which altogether cover the full research spectrum on low-carbon energy technologies and systems, as well as policy and social aspects of the clean energy transition.

Currently, EERA is looking for a **Communications Officer** to strengthen its communication efforts both at organisational level and in the framework of EU-funded projects.

Key responsibilities

Organisational communications (EERA)

- Contribute to the continuous improvement and implementation of EERA's overall communication strategy.
- Identify and track emerging topics relevant to EERA's mission, ensuring timely and engaging content creation.
- Administer and update the EERA website (technical upkeep and content management).
- Manage EERA's social media channels, ensuring regular updates and performance monitoring (KPIs).
- Draft, edit, and disseminate newsletters, press releases, articles, and other written content to support EERA's positioning and visibility.
- Support event communication, including:
 - Drafting concept notes and event materials.
 - Coordinating with speakers.
 - Managing participant communications, overseeing logistics (including external service providers) and keeping track of the event budget.
- Design visual assets (graphics, infographics, presentations) and assist in basic video production to boost outreach.
- Engage with internal and external stakeholders (e.g. members, policymakers, etc.) to promote EERA's work and ensure strong community engagement.
- Track, analyse, and report on communication performance, providing insights and recommendations for improvement.

- Collaborate closely with colleagues in policy, projects, research, and the Joint Programmes to ensure aligned and cohesive messaging across EERA's activities.

EU project communications

- Lead or support communication and dissemination activities in EU-funded projects where EERA is a partner or coordinator.
- Ensure alignment between project objectives and communication outputs, including key messages and branding.
- Manage project websites and social media channels, ensuring regular content updates and audience engagement.
- Develop and deliver communication materials tailored to project audiences (e.g., newsletters, flyers, deliverables, presentations).
- Support the organisation of project-related events (workshops, webinars, consortium meetings), including planning, logistics, promotion, and participant management.
- Liaise with project partners on communication, deliverables, and reporting obligations.
- Contribute to project reporting (e.g., dissemination plans, periodic reports, KPIs).
- Assist in managing project communication budgets and external service providers (designers, editors, etc.).
- Ensure consistency of messaging and visual identity across all project outputs.

Desired profile

- University degree in Communications, Journalism, Political Science, International Relations, or a related field.
- At least 3 years of relevant experience, ideally including communications work in EU-funded projects.
- Excellent written and verbal communication skills in English; other EU languages are a plus.
- Solid experience with content management systems (e.g. WordPress, Joomla), social media management tools, mailing platforms (e.g. MailChimp), Microsoft Office (including SharePoint), and basic design and video tools (e.g. Canva).
- Strong organisational and interpersonal skills, with the ability to multitask, work autonomously, and show initiative.
- Keen eye for detail and a strong sense of quality in all aspects of communication work.
- A good understanding of EU energy and climate policy and research would be advantageous.
- Applicants must be legally entitled to work in the EU.

Terms of the contract

- Open-ended contract (*contrat à durée indéterminée*) under Belgian law.
- Full-time position (38 hours/week).
- A competitive salary and benefits package, in line with credentials and experience.
- Flexible working arrangements available.
- **Workplace:** EERA Secretariat, 72 Rue de Namur, 1000 Brussels.
- **Starting date:** As soon as possible, and no later than September 2025.

Application process

To apply, please send your **CV** and a **motivation letter** (max. 1 page) in **PDF format** to Maria Luisa Fernandez (ml.fernandez@eera-set.eu), clearly stating "Communications Officer" in the subject line. The deadline for applications is **13 July 2025 (EOB)**.

Your motivation letter should highlight:

- Your reasons for applying.
- Relevant qualifications and experience that make you a strong fit for the role.

If this role resonates with your background and motivation, we warmly encourage you to apply, even if you do not meet every listed requirement.

Shortlisted candidates may be contacted on a rolling basis and no later than two weeks after the deadline. We reserve the right to close the vacancy early if a suitable candidate is identified.

All personal data submitted as part of your application will be processed solely for the purposes of recruitment and in line with data protection regulations.

Due to the expected high number of applications, only shortlisted candidates will be contacted.

Thank you for your interest in working with EERA!