

## JOB DESCRIPTION

### ***Communication and Partnership Relations Officer - Secretariat of the European Marine Observation and Data Network (EMODnet)***

**Duration:** Initial contract for 24 months, with extension subject to renewal of external funding

**Start date:** As soon as possible

**Working hours:** Full time

**Employer:** Seascope Belgium

**Location:** EMODnet Secretariat Office, InnovOcean site, Wandelaarkaai 7, 8400 Oostende, Belgium

#### **Outline:**

The Secretariat of the European Marine Observation and Data Network (EMODnet), provided by Seascope Belgium, seeks to recruit an enthusiastic and motivated Communication and Partnership Relations Officer to strengthen its professional and dynamic team based in Ostend, Belgium.

The successful candidate will be familiar with the European marine science landscape, be experienced in project delivery and have sound skills in science communication and stakeholder engagement. The post holder will primarily be responsible for the Secretariat's tasks in managing the networks' partnership interactions as well as its external communication and outreach strategy. He/she will also assist the Head of the EMODnet Secretariat in executing the Secretariat's tasks and implementing its mission to support the development of a more efficient, effective and fit for purpose EMODnet that is better known and more widely used. This position will focus on increasing the visibility of EMODnet and promoting the EMODnet brand to obtain buy-in from partners, providers, users and stakeholders to ensure that EMODnet becomes and remains the preferred access point for marine data in Europe. Regular interaction with our Europe-wide network of experts and a broad range of marine data users will be a key part of the role. As appropriate, the incumbent will also provide support to other relevant projects and initiatives, particularly in relation to the communication aspects. While the focus is on coordinating the dissemination, communication and outreach activities, the work will also involve interactions with other developments and data initiatives in Europe.

EMODnet is a long-term marine data initiative from the European Commission's Directorate-General for Maritime Affairs and Fisheries (DG MARE) underpinning its Marine Knowledge 2020 strategy. EMODnet comprises a consortium of more than 160 organisations assembling European marine data, data products and metadata from diverse sources. The main purpose of EMODnet is to unlock fragmented and hidden marine data resources, make these data widely available and to facilitate investment in sustainable coastal and offshore activities through improved access to quality-assured, standardised and interoperable marine data that are free of restrictions on use. Currently, EMODnet comprises seven sub-portals that provide access to marine data covering bathymetry, geology, physics, chemistry, biology, seabed habitats and human activities. More information can be found on the EMODnet central portal ([www.emodnet.eu](http://www.emodnet.eu)) and Maritime Forum (<https://webgate.ec.europa.eu/maritimeforum/>). The EMODnet community is supported by a dedicated Secretariat, based in Ostend, Belgium.

In recent years, EMODnet has seen a huge increase in the amount of data being made available and the great improvements in the usefulness of that data via EMODnet products and services. At the onset of its third development phase (2017-2020), EMODnet is now comprehensive and mature enough to provide real value for industry and the public sector, including Member States. It is therefore essential to increase communication and dissemination efforts to encourage new users to find out how they can exploit this immense resource, be it by improving their productivity, saving costs and time spent in collecting or assembling data that has been collected already, reducing uncertainty of our knowledge of the behaviour of

the sea, or by creating innovative applications and new value-added services. A particular target group of users where uptake could be significantly improved is the business community. This will therefore remain one of the priorities for the EMODnet Secretariat in the coming years as well making EMODnet more relevant for global users.

Seascope Belgium is an independent spin-out from Seascope Consultants Ltd, an environmental consultancy specialised in the provision of high-level advice to the marine sector, including industry, policymakers, NGOs and regulatory bodies. Our expertise includes marine and environmental project management, stakeholder consultation and engagement, promotion of ocean literacy and the management of marine data and information. We work alongside leading scientists around the world, and are partners in a number of major European research programmes addressing marine issues. For a full overview of the project portfolio and activities, please visit our website at [www.seascopebelgium.be](http://www.seascopebelgium.be).

**Main responsibilities:**

The main responsibility of the new recruit will be to coordinate the EMODnet Secretariat and partnership communication, dissemination and promotion activities. This will involve among others duties:

- Elaborate, regularly update and manage the EMODnet Communication and Outreach Strategy and oversee its implementation;
- Coordinate all EMODnet Secretariat's communication activities, including digital communication, with support from other Secretariat team members;
- Develop communication and promotional material, liaise with printing companies and suppliers;
- Coordinate and support the EMODnet partners and projects with their own dissemination, communication and stakeholder engagement activities and ensure these are aligned with EMODnet overall guidelines to spread coherent messages using effective communication tools;
- Animate, manage and keep updated the content of the EMODnet Central Portal (drupal) for external stakeholders as well as the intranet serving the EMODnet partners and social media accounts;
- Identify and create opportunities to increase the take-up of the EMODnet services by its target audiences, acting on insight from research and evaluation as well as professional experience;
- Develop and manage interaction with stakeholders (from data providers, to funders and users of EMODnet data/products/services), including identification and mapping of stakeholders, identifying and developing use cases, managing events, publicity and media outreach;
- Collect feedback from users to inform the EMODnet Secretariat team and partners about their experiences and priorities through panels, targeted assessments, questionnaires, focus groups and other involvement activities;
- Manage and enhance the existing EMODnet partnership (currently about 150 partners) and attract new EMODnet associated partners. This also involves ensuring that EMODnet partners are kept informed about policy developments, the activities of projects they are not involved in as well as key achievements of the network as a whole; act as central contact point for partners for information related to communication and external developments, including implementation of the communication for new EMODnet data and data products and coordinating and creating content for the EMODnet external Newsletter;
- Support the promotion activities related to the European Atlas of the Seas to significantly increase its visibility and use, where possible in synergy with EMODnet promotion efforts.

**Other duties and tasks:**

- Provide support and feedback to other EMODnet Secretariat team members' activities related to e.g. monitoring progress and technical assessment of the EMODnet data portals in terms of effectiveness and efficiency, in particular in relation to user satisfaction.
- Contribute to communication, dissemination and engagement activities in related projects;
- Assist with the identification and analysis of potentially relevant data/products and metadata hosted in portals and repositories as a potential source of knowledge for development of tailor-made transferable products;
- Assist the Secretariat team with its core activities in support of the EMODnet community, including production of high-quality documents and deliverables and organisation of events and activities;
- Attend key events and meetings across Europe, including with the European Commission, representing the EMODnet Secretariat;
- Assist with other duties as required.

**Profile and competences required:**

The successful candidate is expected to have the following qualifications and competences:

- Postgraduate qualification in a relevant discipline at Masters level or higher, preferably with a specialisation in marine or environmental science or ICT related domain – alternatively a background in communication and Public Relations with experience in science communication;
- At least five years of experience delivering activities and outputs against project-based objectives for a relevant (marine or maritime) organisation, preferably dealing with marine data, information products and/or scientific results.
- Practical knowledge of advanced science communication platforms and practices including online dissemination tools, scientific journals, general media and social networking.
- Experience with digital communication products and managing communications channels, including but not limited to digital, print, and events, matching each channel with specific audiences and expected outcome.
- Excellent standard of spoken and written English. Knowledge of other European languages would be an advantage. Ability to report progress and issues in an effective manner and ability to draft concise and clear documents and reports without supervision;
- Strong interpersonal and communication skills with ability to work transparently while applying a team-oriented work ethic. Be able to build successful and productive relationships with stakeholders, user groups and other project team members;
- Excellent organisational skills with capacity to multitask, to deliver on allocated tasks and to meet deadlines in pressurised situations;
- Good working knowledge of MS Office packages and relevant online data and information management systems;
- Sound working knowledge of website content management systems (preferably drupal) would be an advantage as would be knowledge of marine data processing tools and/or GIS software;
- Knowledge of the European marine science landscape and an understanding of the technical and/or scientific aspects of marine data management would be a clear advantage as would be familiarity with key marine data user communities (e.g. those dealing with environmental monitoring/reporting and marine spatial planning processes), particularly in relation to their needs for data, information and knowledge;
- Understanding of and an interest in promoting Open Data Sharing culture in which EMODnet operates and willingness to adapt to the Networks' specificities;
- Ability to work at strategic, tactical and operational levels, with a strong can-do attitude to handle the diverse requirements of this role.

**Salary:**

This post commands an attractive remuneration package, in line with local conditions. Salary will be commensurate with the qualifications and experience of the successful candidate.

**Application procedure:**

Written applications comprising a cover letter and CV should be submitted via email to [recruitment@seascopebelgium.be](mailto:recruitment@seascopebelgium.be). Closing date for applications is 8 January 2020. It is anticipated that interviews for shortlisted candidates will be scheduled in the week of 20 January 2020.

**For more information contact:**

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