**Project Officer Vacancy (full-time 2-year contract)**

 ***Are you a motivated individual looking to join a creative, dynamic organisation with a focus on using research to create a better, more sustainable society? Do you have a personal interest in, and enthusiasm for, playing a role in creating a culture change to facilitate the increased uptake of scientific knowledge, leading towards a more sustainable future? Are you interested in European and national research, marine coastal biodiversity, healthy oceans, the marine microbiome, and the blue economy? If so, then ERINN Innovation is looking for you!***

**ERINN Innovation is a rapidly growing organisation with a passion for working with projects, ideas, knowledge and technologies that will contribute to a better world and a healthier planet. We bridge the gap from science to policy, industry and society across a variety of thematic areas. We are driven by a belief in science and a culture of curiosity and are looking for new team members who share these qualities.**

ORGANISATION BACKGROUND

The Project Officer (PO) will be responsible for carrying out ERINN’s day-to-day role in specific European projects, ensuring their success for both ERINN and our partnerships. Initially, the projects will have a marine focus, however ERINN’s project portfolio ranges across a variety of sectors including food, health, climate, and energy. To see the types of projects ERINN works in visit the [company website](http://www.erinn.eu). ERINN’s roles in projects typically include leading positions in dissemination, communication, project management, stakeholder engagement and knowledge management and transfer. Given the international dimension of some projects, national and international travel will be required (depending on Covid-19 guidelines).

**Specific responsibilities include:**

• Manage a portfolio of European-funded projects, delivering ERINN’s contractual obligations on time, to a high standard and within budget.

• Tasks include generating high quality deliverables, on-time reporting (internal and to the European Commission), writing press releases and promotional materials, content management of project websites and several social media channels (e.g. Twitter, LinkedIn, Facebook), presenting at conferences, budget management and monitoring, event management (including effective meeting contributions), etc.

• Facilitate and carry out efficient and effective dissemination and communication of the activities and results of the assigned projects.

• Effectively manage knowledge from the assigned projects, thereby ensuring maximum uptake by potential users, ultimately demonstrating value creation and impact. This requires an interest in a broad domain of research topics while at the same time a passion for delving deep into different research topics to help identify the knowledge that can make a difference.

• Create and maintain excellent partner and stakeholder relationships, including representing ERINN externally.

• Maintain a detailed understanding of all aspects of EU and national research funding programs relevant to ERINN and contribute to funding procurement by developing top quality project concepts, proposals and plans.

• Fulfil administrative requirements and other appropriate activities as requested by the ERINN management team.

• Participate in other business services provided by ERINN such as proposal reviews, training and funding mapping (see company website for more information).

**Required skills and experience:**

Candidates must have a strong background in project management, communications and/or public engagement. The successful candidate will be a proactive team player with the ability to create and maintain strong relationships among internal and external stakeholders. He or she will possess exemplary communication skills, strong planning and organisational abilities, initiative, attention to detail and cultural sensitivity for working within an international context. The PO should have a creative approach to problem solving and experience with adapting key messages to suit different audiences. While knowledge transfer skills would be advantageous, in-house training will be provided.

**Essential Criteria:**

• EEA work authorisation

• Educated to degree level in a relevant area e.g. marine/freshwater/environmental science, agricultural science, biology, or social science. Candidates with relevant work experience in lieu of qualifications may also be considered.

• At least two years’ previous experience in a comparable role.

• Fluent written and spoken English. Additional European languages are a strong asset but not required.

• Excellent project and time management skills: highly organised, ability to work on several projects simultaneously and to prioritise tasks efficiently.

• Commitment to delivering on allocated tasks, with a high level of attention to detail.

• Ability to work to strict deadlines in a fast-paced environment.

• Excellent interpersonal skills, ability to collaborate and work in a team in a multicultural environment.

• Pro-active, diligent, willing to learn, dedicated and responsible.

• Ability to communicate clearly, courteously, and professionally to both scientific and other stakeholders, project partners and clients.

• Excellent writing skills and ability to produce quality content, including press releases, for a variety of platforms.

• Able to copy edit and proofread to a high standard.

• Candidates should have the ability to craft and adapt research-based stories to suit different target audiences.

• Experience with digital communications and managing social media platforms e.g. Facebook, Twitter, LinkedIn, YouTube.

• Willingness to get involved in activities across all of ERINN’s services and business development.

• Interest in ocean literacy, sustainable development of the marine environment, and social innovation.

**Desired criteria:**

• Experience of knowledge management, technology transfer, science in society or other processes involving the uptake of knowledge by different stakeholder groups such as industry, policy, science and society.

• Track record of success in writing grant applications, in specific in relation to EU Funding Programmes.

• Event management experience, including facilitation skills, and knowledge of participatory methods

• Experience working with Government agencies/departments, universities, and/or international research organisations

• Active interest in science/science communication/research.

• Excellent digital communication skills (social media strategy and marketing are a bonus).

• Website management skills and ability to use Content Management Systems (e.g. WordPress or similar).

• Knowledge and understanding of Irish and international media environment.

• Personal interest in and enthusiasm for playing a role in creating a culture change to facilitate the increased uptake of scientific knowledge, leading towards a more sustainable future for humanity.

**Remuneration:**

The salary scale for this position ranges from €29,000 to €39,000. The starting point for the successful candidate will depend on experience and qualifications.

**Conditions:**

* Holiday entitlements are 20 working days per annum, an additional 5 days of company holiday leave is given over the Christmas period and 1 extra day’s annual leave per year of service up to a max of 5.
* Internal and external training opportunities (relevant to the role) will be provided. Several extra benefits are provided, including pension option.
* Overtime may be required to meet deadlines as part of the contract. National and international travel will be required in line with Covid-19 restrictions.
* For informal queries about this role, please contact Cliona Ní Cheallachaín, ERINN Operations Manager, cliona@erinn.eu.

**Application Deadline:** 11/11/22 at 17.00. The position is available to start immediately.

**Application Requirements:** A cover letter and CV should be emailed to jobs@erinn.eu quoting “Project Officer” in the subject line.

**Note:** The position will require the successful applicant to work in the Dublin office on a regular basis.

**Interviews:** First round interviews are expected to take place from Mid November 2022 and will be conducted online.

**Employment Type:** Full-time