EUFIC Junior Manager in the EU Collaborative Projects Team

About us
EUFIC – the European Food Information Council, is a non-profit organisation that provides science-based information on food and health.

We are passionate science and communication experts who believe in the power of knowledge, and in a world where people choose to live healthily because they know how to. To help building it, we offer accessible, appealing and actionable science-based information to inspire and empower people to improve their diet and lifestyle.

We collaborate with a broad network of academics, national and international organisations, businesses and professionals in the food and health sector. We carry out consumer research to understand people’s perceptions, views and preferences. We are a lively, multi-disciplinary, and multi-cultural team of over 25 colleagues, based in the heart of the European Quarter.

Our funding comes from individual food and drink companies, the European Commission, foundations, umbrella organisations and from sales of publications.

Job description
The EU Collaborative Projects Team is at the very core of EUFIC. The Junior Manager will be implementing communication, dissemination and engagement activities in publicly funded projects (e.g. Horizon 2020, EIT Food) and pro-actively manage corresponding project requirements (budget, reporting, meetings with other partners, etc.) with the support of a senior manager. The successful candidate is required to manage projects/tasks independently, and reports to the EU Collaborative Projects Team Area Lead.

Key responsibilities
- Managing publicly funded projects (with the support of senior managers). Tasks may include, but are not limited to:
  - Development and execution of a communication and dissemination strategy
  - Coordination of project partners to deliver on strategic communication and engagement efforts
  - Representing EUFIC at project meetings
  - Writing project reports and deliverables, incl. meeting internal reporting requirements
  - Budget management
- Active involvement in the development, review, and promotion of different types of science-based content covering a wide range of food & health related topics including, nutrition, lifestyle, food safety, food quality, food risk communication, and sustainability. Tasks may include, but not limited to:
Creating online communication materials and tools (e.g. newsletters, leaflets, videos, infographics, etc.)
Researching the scientific literature
Writing accessible science-based articles
Collaborating with external contractors to create visual content and develop websites
Creating/reviewing social media and website content

Networking activities. Tasks may include, but not limited to:
Analysis, identification and engagement of stakeholders relevant to the project’s scope, engagement activities
Participation in online/on-site conferences aiming to present project results and hands-on activities
Building relations and exploring additional collaboration with stakeholders (policy makers, researchers, industry and consumer organisations’ representatives)

Organisation of events and meetings

Educational requirements, experience and skills
The successful applicant should have/be:

Ideally, a scientific background, with an MSc degree in life sciences, nutrition, food safety, food technology, sustainability, behaviour change, or related subjects
Ideally 1-year prior experience in a similar position
Fluent in English (written and spoken), and ideally another European language
Strong project management and organisation skills
Builds relations with external partners easily to identify collaboration opportunities
Interested in exploring new ways of communicating with different types of EU-stakeholders to deliver impact through public funding schemes
Pro-active and forward-thinking to stay on top of developments in the communication and engagement field
Good interpersonal skills and a team player
Enthusiastic to work in a dynamic, highly motivated team

Job conditions
• Full-time position (38h/week)
• Salary package - 27K€ annual gross, including holidays pay and 13th month salary + plus benefits (e.g. health insurance cover, phone contract, pension plan, laptop, annual bonus, etc.)
• Based in central Brussels with a possibility to work from remote
• Start date: 1st March 2022
• One-year contract with the possibility to extend
• Will involve European travel for project meetings and conferences (COVID-situation dependent)

Application
Email your application including full CV and letter of motivation to jobs@eufic.org by January 17th, stating “EU Collaborations Team- Junior Manager” in the subject line.

Only successful candidates will be notified on the outcome of the first selection. Interviews will take place via Microsoft Teams in the first instance.