



URBAN INNOVATIVE ACTIONS INITIATIVE PERMANENT SECRETARIAT RECRUITMENT

Call for a job position on a fixed term 6 month contract with potential to be made permanent

COMMUNICATION OFFICER

In the Urban Innovative Actions Permanent Secretariat in Lille
(France)

JOB DESCRIPTION : COMMUNICATION OFFICER

Reporting to: Knowledge Management and Communication Coordinator

1. General

Organisation and implementation of the cross-cutting communication tasks of the Urban Innovative Actions Initiative: preparation of the communication strategy, development of communication tools, follow-up of the communication call for tenders, implementation of the communication activities (events, website and multi-media, publications) in close cooperation with the digital communications officer and other units.

2. Initiative promotion

- Responsible for the drafting and set up of the communication strategy of the Urban Innovative Actions Initiative
- Contribute to the content and update of the Initiative website: update of the website pages / structure according to the Urban Innovative Actions Initiative developments; publication of news, calls for proposals etc. in liaison with the digital communications officer
- Draft the content of Initiative promotional documents: newsletter, Initiative leaflets, project case studies and project directory
- Report on Initiative, knowledge and project activities through Initiative communication channels: website, newsletter, social media
- Organise and contribute to Urban Innovative Actions events promoting results at Initiative level such as annual events, cooperation fairs and other events on demand
- Develop the Urban Innovative Actions Initiative graphic identity and coordinate its implementation
- Draft and implement communication and disseminations plans related to knowledge activities

3. Communication at Initiative level

- Draft communication-related sections of the Application pack, the Communication toolkit and other information material
- Presentation of the Initiative annual Communication Plan
- Contribution to relevant sections of the Annual Report: sections relevant to promotion & publicity activities
- Presentation of EU regulations related to Communication at training seminars for applicants or project partners and regular follow-up and assistance with project Lead partners on compliance to requirements
- Preparation and follow-up of public call for tenders to outsource some tasks on communication products
- Represent the Initiative in EU networks when relating to communication: URBACT, INTERACT and others
- Provide input for the preparation of the future programming period

4. Communication during the project development phase

- Participate in the organisation of project development events
- Provide guidance on communication related to individual applicants in the development of their project

- Provide guidance to projects on EU communication requirements in the Initiative Manual, and other information material

5. Project assessment

- Contribute to the assessment with regards to the communication work package

6. Communication during the project implementation phase

- Follow-up of project implementation: assistance to project lead-partners on communication issues

7. Languages & Translation

The two official languages of the Urban Innovative Actions Initiative are English and French.

- Draft content of news and website articles
- Proofread and occasional translation of the Initiative communications

8. Additional Tasks

- Other additional tasks of relevance to the position if required

BASIC REQUIREMENTS

- Master's degree or equivalent professional qualification in a relevant field linked to the post with minimum 3 years demonstrated experience in relation to the above tasks
- Excellent communication and drafting skills with the capacity to convey information in an informative, accurate and appealing way
- Ability to devise targeted communication strategies and put them into practice by using appropriate tools and channels and with the procurement of specialised external providers
- Experience of developing and using digital media applications and forums (including websites/social media etc.) and communicating in creative ways (e.g. use of film, visual narratives, different styles of reporting in both print and digital)
- Experience of organising and managing on-line and off line events, seminars and workshops
- Flexible approach to work; prepared to travel and work irregular hours
- Good team player with capacity to work in a multicultural and multilingual environment
- High level of proficiency and fluency in English and French
- Computer literate
- Knowledge of EU programmes and policies particularly the Cohesion Policy as well as and understanding of urban trends and the urban dimension of EU policies would be an advantage

GENERAL INFORMATION FOR APPLICANTS

1. Applications

- Applications should reach the Permanent Secretariat by **Friday 6 August 2021** at 12 noon CET. We will not consider any application sent beyond that deadline.
- A cover letter should be emailed along with your CV to the following email address only: recruitment@uia-initiative.eu. Those documents should be in English and/or French. Please indicate in the subject line of your email the job position you are applying for.

- An individual email will be sent to all short-listed candidates. Candidates will be expected to confirm their participation to interviews by email return. Due to the large amount of applications expected, if candidates have not heard anything by **Friday 27 August 2021**, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.
- Interviews will either take place by video conference or in our offices located at: Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France, on the week commencing **Monday 30 August 2021**. Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

2. Confidentiality

Candidates are reminded that the selection is confidential and that all requests for information in relation to the selection should be emailed to: recruitment@uia-initiative.eu

3. Equal opportunities

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

4. Terms and conditions of employment

- The working place is located at the office based in Lille, France
- The position is based on a **contract under French law**.
- Contract will be made between the individual and the GECOTTI (employer), on behalf of the Région Hauts-de-France, Entrusted Entity (EE) of the Initiative.
- The corresponding assignment is based on an initial fixed term 6 month contract with the potential to be made permanent. It is expected to start **as soon as possible**.
- The jobholder will be offered a gross monthly salary starting from **€ 3921,94** (around € 3030 net before income tax).

THE URBAN INNOVATIVE ACTIONS PROGRAMME

1. Background

One of the aims for the delivery of the European Structural and Investment Funds (ESI Funds) for the period 2014-2020 is to promote sustainable urban development. In particular, the European Regional Development Fund (ERDF) may support innovative actions in this area. The Urban Innovative Actions Initiative has been set up to identify and test innovative new solutions to the many challenges faced by urban areas in Europe.

2. The UIA Initiative

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects will be selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution will be up to € 5 million per project and 80% of the project budget. The maximum project duration shall be 3 years with call topics defined by the European Commission for each call.

Projects will be selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level.

THE ROLE OF THE SECRETARIAT

The Entrusted Entity of the UIA Initiative is the Région Hauts-de-France based in Lille. The Permanent Secretariat assists the Entrusted Entity in the implementation of its tasks and responsibilities.

The tasks are set out in the Delegation Agreement between the Région Hauts-de-France and the European Commission and comprise:

- To prepare guidance for applicants and beneficiaries
- To prepare an annual work programme
- To organise calls
- To set up an expert panel
- To select actions
- To sign with the beneficiary a grant agreement
- To examine the reports submitted by the beneficiaries and execute payments to the beneficiaries
- To monitor individual actions
- To organise communication activities
- To disseminate results
- To set up and ensure the functioning of an effective and efficient internal control system
- To ensure the individual actions are audited
- To report to the European Commission on implementation