

Job offer

Communication and capitalisation officer

Job description - english version



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Content

Job description Communication and capitalisation officer.....	3
Candidates Selection Process.....	5
The Interreg Sudoe programme	6
The role Joint secretariat of the Sudoe programme.....	6

Job description Communication and capitalisation officer

Responsibilities

- Setting in motion the Communication Strategy of the Programme and watching over the satisfactory dissemination of the information to the target public;
- Writing, editing, and supervising the preparation of the publications of the Programme (leaflets, newsletters, publications on projects approved, etc.);
- Developing, administering, and updating the Programme's Web Site and social network accounts;
- Organising and planning the seminars and events disseminated by the Sudoe Programme and aimed at a different public (beneficiaries, potential beneficiaries, and the general public);
- Contacting the media, writing press releases, and organising press conferences;
- Compiling the results obtained by the projects with the help of the remainder of the members of the Joint Secretariat, and organising a strategy for its capitalisation and dissemination;
- Proceeding to the organisation, compilation, analysis, and preparation of the assessment studies and reports of the Programme, establishing statistical monitoring;
- Providing technical assistance and information to the entities who will stand as candidates within the framework of the calls of the Programme on the setting up of a project in collaboration with the other members of the Joint Secretariat;
- Assisting in collaboration with the other members of the Joint Secretariat the projects approved, and particularly supporting the lead managers (main beneficiary) in the development of their Communication Strategy and in the organisation of events;
- Developing and updating the database of specific contacts for the outside dissemination of the Programme;
- Contributing towards the preparation of the work and meetings of the Programming and Follow-up Committees, together with the Transnational Partnership meetings;
- Collaborating in the drawing up of the Annual Programme Execution Reports.

Qualifications required

Professional training / experience

- Higher university education, preferably in the field of information and communication;
- Experience in institutional communications;
- Knowledge of European politics and of procedures concerning the financing of Structural Funds;
- Knowledge of territory planning and regional, and territorial development;
- Excellent computer knowledge; Skills of graphic and multimedia tools (Adobe Illustrator, Photoshop).
- Good computer skills concerning online communication (Content Management System) and social networks.

Profile

- Willingness to work as part of a team; common sense and versatility; developed sense of creativity; enterprising character; easy to get on with; excellent oral and written expression; good grasp of synthesis; flexibility, and availability; listening skills; autonomy; commitment in order to comply with the objectives of the Programme; the capacity to react and work under pressure and stress; full availability to realize frequent travels (car, train, plane).
- A good level of two of the following languages: Spanish, French, or Portuguese. Knowledge of the third language and of English will be an advantage.

Salary and conditions of the contract

The contract will have administrative links with the Sociedad Gestora del Programa Interreg (Managing Authority of the SUDOE Programme) (as long as the Cooperation Programme lasts). The workplace will be in Santander (Cantabria, Spain).

Salary conditions to be defined depending on the experience.



To apply

CV + cover letter (in one of the 4 languages: Spanish, French, Portuguese or English) **exclusively by email** to candidatura@interreg-sudoe.eu before the 31 July 2016 at midnight (UTC/GMT+2 hours). After this period, the applications received will not be considered.

Candidates Selection Process

The candidates selection will be held by an external office specialized in Human Resources.

The selection will start by the analysis of CV's and motivation letters in regard to the qualifications required for the position. The pre-selected candidates will be contacted by the HR Office that will held the first interview (by videocall).

After this interview, will be issued a list of candidates. They will be invited to a test and a personal interview at Santander. Upon confirmation of their participation, the applicants will be informed of the modalities of compensation of travel expenses.



The Interreg Sudoe programme

Interreg V - B (Sudoe) South-West Europe is a programme of the objective "European territorial cooperation" of the European Union, supported by the European Regional development Fund (ERDF).

The Interreg Sudoe programme builds on cooperation between public and private players in actions centered in smart growth and the growing green and to improve the quality of life of citizens and the socio-economic context of the South-West Europe.

The Sudoe space consists of the regions and autonomous cities of the Spain, France, Portugal (continental), the United Kingdom (Gibraltar) and the Principality of Andorra. This area of cooperation has a population of 67.5 million inhabitants spread over an area of 770 000 km² for the 2014-2020 period. The programme has a budget of 141.8 million euros (of which EUR 106.8 million from the ERDF).

For more information on the Interreg Sudoe programme, please visit our website www.interreg-sudoe.eu

The role Joint secretariat of the Sudoe programme

The joint secretariat is under the responsibility of the Managing Authority and is settled in Santander (Spain). The joint secretariat assists the Managing Authority, the Monitoring Committee, the Steering Committee, the National Authorities and the Certifying Authority, in the terms to be agreed, the Audit Authority, to develop their main functions.

Main functions

The general functions of the Joint Secretariat are listed in the paragraph 2 of the art. 23 of the Regulation (EU) No 1299/2013. They include the provision of information to the potential beneficiaries about the funding opportunities by the Programme, as well as the assistance to the implementation of the projects. Specifically, the Joint Secretariat:

- Secures, in a transnational level, the coordination, the monitoring and the promotion of the activities of the Programme;
- Provides technical support for the preparation of meetings and for the venues of the Programme (Monitoring Committees, Transnational Conferences, transnational working groups, etc.);



- Receives the project proposals from the beneficiaries (through the lead beneficiary), verify the admissibility of the proposals, carry out the administrative assessment of the proposals in collaboration with the Member States, and paying special attention to put in place of the admissibility and selection criteria; finally, the joint secretariat write up the assessment reports;
- Centralises the information about the physical and financial projects and Programme implementation, and is in charge of the transmission to the Programme Authorities.
- Secures the record of the approved operations about their implementation and monitoring in a computer database;
- Checks the requests for payments made by the lead beneficiary, In accordance with the distribution of roles with the National Authorities in control; it prepares the requests for payments to be sent out by the Managing Authority to the Certification Authority;
- Is responsible for the implementation of the tasks of information, advertising and communication of the Programme, in particular the general communication of the programme and the information and dissemination of the calls for projects in accordance with the guidelines agreed by the Monitoring Committee and the instructions of the Managing Authority;
- Finally, the Joint Secretariat will be able to run all the tasks which can be entrusted by the Monitoring or Selection Committees, as well as by the Managing Authority.

The Sudoe Joint Secretariat: The team

The Joint Secretariat is a transnational team composed by 8 persons:

- 1 Director,
- 4 Project Officers,
- 1 Financial Officer,
- 1 Communication and Capitalization Officer,
- 1 Administrative Assistant.