



Vacancy: Office management and stakeholder relations coordinator

Would you like to be part of a European working environment specialised in transnational and European regional development cooperation? Are you a structured and organised administrator who is good at handling multiple tasks and with a flair for communicating complex messages to a diverse international audience?

The North Sea Region Programme Joint Secretariat is currently looking for a skilled person to join the Administration and Communications team which ensures a smooth and efficient running of the secretariat and programme.

The North Sea Region Programme facilitates transnational cooperation between 49 regions in seven countries around the North Sea. The overall aim is to support development and foster sustained economic growth across the region. Programme projects typically explore how organisations can work better, often together, for the long-term. This is an exciting opportunity for professionals who want to develop their experience in a European working environment.

Responsibilities

Working with office management and stakeholder relations you must be able to work in a busy and complex environment where your tasks and priorities can change at short notice. Collaboration with many different types of stakeholders will be an important part of the job.

Your key tasks will include:

- Taking responsibility for and drive different administrative and events-related ad hoc tasks in the secretariat, including the technical aspects, in collaboration with the rest of the Administration and Communications team.
- Supporting the Head of Secretariat and Deputy Head of Secretariat with the preparation of committee meetings, including the practical organisation of the meetings, preparing meeting papers and following up on meetings, including being responsible for minute-taking.
- Proactively engaging with programme stakeholders and manage relations on different levels.
- Ensuring a good internal communications flow within the secretariat.
- Liaising with the Communications Advisor on maintenance of the programme website, social media channels, support to project webspaces and developing videos and training material for online use.
- Preparing, promoting and participating in programme events.

Candidate profile

You have a relevant degree and at least some years of working experience, preferably from a public administrations environment as well as experience with communicating with diverse international stakeholders. You are service-minded by nature, have a great eye for detail and an open and positive mind-set.



We expect a strong skill set in the following fields:

- Excellent organisational skills and attention to detail
- Excellent oral and written Danish and English communication skills
- Experience with stakeholder engagement and management of stakeholder relations
- Experience with event planning
- Experience working with content management systems and social media channels
- Experience with development of training videos, info-graphics or e-guidance in general.

Other desirable qualifications include:

- International working experience
- Excellent IT skills, both the MS Office package but also for providing tech support to colleagues
- Ability to communicate in one or more languages of the North Sea Region
- Knowledge about European regional development cooperation and Interreg.

Deadlines and other

The salary will be commensurate with qualifications. The job is located in Viborg, Denmark, and will involve travelling to programme events and meetings in the participating countries of the programme (approximately 20-25 days per year).

The closing date for applications is **8 September 2017**. Interviews will be held upon agreement in Viborg, Denmark, in week 38.

For questions, please contact Christian Byrith, Head of Secretariat christian.byrith@northsearegion.eu.
For more information about the North Sea Region Programme go to www.northsearegion.eu.

If you are interested in applying for this post, please send your CV and a supporting letter to: info@northsearegion.eu.

We look forward to hearing from you!