



Vacancy: Project and Communication Advisor for the North Sea Region Programme Joint Secretariat

The North Sea Region Programme Secretariat is looking for a skilled advisor with experience in project development, administration, and communications. This is an exciting opportunity for professionals who want to develop their portfolio of skills in a European working environment specialised in transnational and European regional development co-operation.

The advisor will work within the team structure of the Joint Secretariat. Day to day responsibilities will be split between tasks related to project administration and those related to programme communication. Project administration tasks will include, e.g. assessment of project ideas, proposals and applications, checking and monitoring progress of project activities, and advising project developers as well as managers of ongoing projects.

Tasks related to programme communication may include research and analysis, website and social media management, editorial work, graphic design, video editing or other tasks, depending on the competencies of the chosen candidate. The job will also entail promotion of the programme, training activities, drafting texts and articles, and writing special reports.

Candidate Profile

The ideal candidate will have a relevant degree and working experience in project development, assessment of project applications, and project reporting and administration, preferably in an Interreg context. This should be combined with documented experience in communications, both on project (micro) and programme (macro) levels. We expect the successful candidate to have a strong background in research and/or public administration; experience and an interest in regional development and European policy issues are desirable.

Essential qualifications

- Degree in relevant subject, i.e. spatial planning, geography, economics or related fields
- Working experience in project development, communications, coordination and administration
- Excellent spoken and written English, including drafting skills in English



Desirable qualifications

- Experience with project finances
- Experience in regional development and knowledge about Interreg
- Project management
- Team working experience
- Ability to communicate in one or more languages of the North Sea Region, in addition to English

Deadlines and other practicalities

The salary level will be related to qualifications. The job is located in Viborg, Denmark and will involve travelling to programme events in the participating countries of the programme.

The closing date for applications is 29 April by close of business. Interviews will be held upon agreement in Viborg, Denmark. The timing of the interviews will depend on developments related to the coronavirus. The start date is as soon as possible after the job offer is made.

For more information about the North Sea Region Programme, go to www.northsearegion.eu.
For questions, please contact Lise Espersen: lise.espersen@northsearegion.eu.

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