



PROJECT COMMUNICATIONS CONSULTANT

MAIN DUTIES

The Project Communications Consultant will help increase the visibility of EU funded projects in the Knowledge & Innovation Department at UITP. They will fully manage the communications of certain projects and support the content communications team on specific tasks in other projects.

This includes using the activities in the project for relevant, engaging, and timely communications through social media channels, websites, and newsletters. They will also join project meetings and develop deliverables like physical assets (roll-up banners, posters, brochures) as well as reports, in line with the project objectives, scope and budget. They will also support in the dissemination activities around (project) events and the communication of its outcomes.

The Project Communications Consultant will also identify project content to be included in UITP editorial and digital output (web articles, newsletter, social media, etc.) in close coordination with the content communications team.

The position is based in Brussels.

The contract is on a freelance basis (5 days per week) and will last until the end of 2024, with the possibility of extending into 2025.

RESPONSIBILITIES

- Support on UITP projects communications, ranging from social media management to creating newsletters.
- Manage and maintain the websites of third-party funded projects.
- Coordinate with external suppliers the production of communications products and materials such as leaflets, videos, etc. in line with the project's brand and style.
- Analyse and report on project communications efforts using Google Analytics and various other analytics tools.
- Provide communications support for projects events.
- Support the development of European Commission project deliverables.
- Take active part in external project meetings, as well as team meetings for both the Communications & Marketing and the Knowledge & Innovation departments.

PROFILE

- A minimum of three years' experience in communications.
- Previous experience in EU funded projects communications and dissemination is a major asset.
- Excellent written and spoken English.
- Experience in copywriting or journalism; is able to translate sometimes technical language into engaging copy or visuals.
- Knowledge of design software (Adobe Suite, Canva, or other).
- Capable of meeting strict deadlines.
- Proactive and creative attitude.

APPLY

Please send your application with full CV and motivation letter by 1 May 2024 to:
communications@uitp.org

Please mention 'Application Project Communications Consultant' in the subject line.