



**Northern Periphery and
Arctic Programme**
2014-2020



EUROPEAN UNION

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Vacancy Announcement

Position: Northern Periphery and Arctic Programme – Programme Communication Manager

Location: NPA Secretariat, Strandgade 91 4th floor, Copenhagen, Denmark

Background

The NPA is looking for a new Programme Manager for Communication from 1st January 2018.

The Northern Periphery and Arctic Programme is a European Union transnational programme aimed at encouraging and supporting transnational co-operation between regions in Northern Europe. It provides the opportunity for organisations and companies from the programme area to work together on joint projects concerning common issues and challenges. The day-to-day management of the programme is carried out by a Programme Secretariat based in Copenhagen, Denmark.

The Northern Periphery And Arctic Programme 2014-2020 covers a vast programme area and involves regions within the European Union Member States of Scotland, Northern Ireland, Sweden, Finland and Ireland and the Non Member States of Norway, Iceland, Greenland and the Faroe Islands.

Job description

The Northern Periphery and Arctic Programme Secretariat is looking for a new staff member, whose main task will be communication. Besides this, the Programme Manager shall act as system administrator and developer of the electronic monitoring system, eMS. Thirdly, like all other Joint Secretariat staff members, the Programme Manager shall act as Desk Officer responsible for a limited number of main projects.

In addition, the Programme Manager for Communication will assist the Secretariat with other tasks for example in connection with meetings and seminars. Further information regarding the specific tasks can be found below.

Conditions

The salary level will be discussed with the applicants and the level of experience will be taken into account when setting the salary. The salary range for this position will be between 39 000 DKK – 44 000 DKK, depending on experience. The employer will on top of that contribute to a pension scheme.

The contracting period is from 1st January 2018 to 31st December 2020 with a possibility for extension.

The position will be based at the Northern Periphery and Arctic Programme Secretariat in Copenhagen, Denmark. The Programme will cover relocation costs according to rules set by the Management Group.

Person Specification

The candidate should have a relevant educational background at candidate or master level within communication and/or political science, international politics, human geography, European Studies or other relevant fields.

Essential:

- Experience with information and communication tasks such as communication at strategic level, website management, and event management.
- Excellent communication skills both in written and spoken English
- Excellent IT skills, strong proficiency in MS Office applications, and experience with content management systems (e.g. TYPO 3)
- Experience with databases and electronic administrative systems
- Administrative project management skills
- Ability to work in a small team

Desirable:

- Administrative experience of European projects or programmes /ERDF funding
- Experience of INTERREG projects/programmes
- Knowledge and experience with eMS
- A flair for digital communications
- Knowledge of HTML, and graphical design software
- Knowledge and experience of or from the programme area
- Knowledge of another programme partner country language than English
- Project management skills

How to apply

If you would like to apply for this position, please send your CV and a Cover Letter in English outlining your reasons for applying to Mr Ole Damsgaard at the Northern Periphery Programme Secretariat no later than **6th November 2017**. Interviews are scheduled for 13th and 14th November 2017.

Electronic applications with the subject "Programme Manager for Communication" should be sent to: kirsti.mijnhijmer@interreg-npa.eu.

Further information about the programme can be found at: www.interreg-npa.eu

Please do not hesitate to contact the Joint Secretariat if you have any questions regarding this position.

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Core tasks Programme Manager for Communication

- Responsible for maintaining and development of the Communication Strategy of the NPA including the annual Information Action Plan
- Maintenance and development of the NPA website including profiles on relevant social media
- Maintenance of the NPA identity guidelines, including logos, pictures and templates for communication purposes
- Support of main projects in relation to their external communication and branding, in particular concerning EU publicity requirements.
- Development and organisation of the NPA Annual Event
- Responsibility for the external communication of NPA achievements
- Contribution to the collaboration between Arctic EU programmes

Core tasks in relation to eMS

- Act as system administrator in relation to programme data, applicant and JS modules
- Handle more advanced eMS queries from programme bodies and users
- Act as system developer in relation to applicant and JS modules

Core tasks as Desk Officer

- Responsibility for a project portfolio of approx. 6 main projects
- Act as contact point and liaising with Lead Partners in ongoing projects
- Monitoring the implementation of ongoing main projects and carrying out assessments of reports
- Responsibility for drafting decision proposals for requested necessary changes in projects
- Responsibility for assessment of final project reports and closure of projects
- Responsibility for assessment and drafting of decision proposals for project applications