

Vacancy note: EU Project Communication Officer

REHVA, the Federation of European HVAC Associations, founded in 1963, is the European professional umbrella organisation that joins national associations of building services engineers. Today, REHVA represents 120.000 HVAC designers, engineers, technicians, and experts from 27 European countries. REHVA provides its members with a platform for international knowledge exchange, contributes to technical and professional development, follows EU policy developments, and represents the interests of its members in Europe and worldwide.

REHVA MISSION AND OBJECTIVES

- Advocating health, comfort and energy efficiency in all buildings and communities
- Dissemination of international research results, promoting European engineering knowledge, latest HVAC technologies, and European standards
- Dissemination of EU policy information to promote ambition implementation at national level
- Supporting the education of young HVAC engineers and the continuous professional development of building services professionals
- Acting as the voice of European building service engineers

More information about REHVA: www.rehva.eu

JOB DESCRIPTION

An important field of our activities is the participation in EU funded research and innovation projects in the fields of sustainable building technologies, building performance, digitalisation, smart buildings, renewable energy technologies, etc. To strengthen our EU project team, we are recruiting an **EU Project Communication Officer** to implement EU projects, support knowledge dissemination and communication to our members and a wide range of stakeholders at EU and national level.

Key responsibilities:

- Implement and manage EU funded research and innovation projects (Horizon Europe, Life, H2020, etc.), prepare reports and deliverables.
- Plan and implement dissemination and communication activities, manage communication channels, website content and social media.
- Organise event and project promotional campaigns.
- Draft and produce digital and offline communication and promotion materials, coordinate suppliers. Content writing and editing.
- Organise project meetings, manage working groups, setting agendas, writing minutes.
- Organise, attend, and represent REHVA at EU policy and dissemination events, engage with stakeholders.
- Promoting high-level events (i.e., stakeholder engagement, social media management, content creation, graphic design).

Job requirements:

- University degree in EU studies, communication sciences, sustainability, economy or energy management. Other relevant fields with relevant work experience may be considered.
- 1-3 years professional experience in communication/science communication, EU project dissemination and management.
- Knowledge of EU energy and climate policies, specialisation on building performance, energy efficiency and decarbonisation policies is a strong asset.
- Interest in building and energy research, innovation, and technology development. Experience in working with technological domains is an asset.
- Near-native level of spoken and written English, French is an asset.
- Proficiency with Microsoft Office, advanced digital literacy, web management experience, familiarity with CMS software.

Expected skills:

- Excellent communication and presentation skills, ability to understand and communicate complex technical information in a concise and clear manner.
- Good coordination skills, ability to facilitate and support the work of technical expert groups. Work experience in an EU level association is an asset.
- Well organised and a quick learner, ability to multi-task and prioritize in a dynamic work environment.
- Pragmatic problem-solving attitude.

Eligibility criteria:

- Applicants must have an EU citizenship and the right to work in Belgium.

What we offer:

- A full-time fixed term contract under Belgian law, subject of renewal based on performance.
- Remuneration according to experience with an attractive benefits package.
- REHVA offers an international work environment with mentoring and support for professional development, networking opportunities with experts from industry and academia. You will be part of a small, young, and flexible team.
- The position involves frequent travelling. The location of work is Brussels with the possibility part-time remote working.

APPLICATION PROCESS

Send **your CV (max 2 pages) and a motivation letter (1 page)** in English to info@rehva.eu with the subject “EU Project Communication Officer”.

Interviews will be organised on a rolling basis; the position may be filled before the deadline. Submit your application as soon as possible.

Deadline for application: **4th December 2022.**

Starting date: as soon as possible

Only shortlisted candidates will be contacted.

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