



IDENTIFICATION OF THE POSITION	
Title	HEAD OF COMMUNICATIONS
Statutory framework	A
Direct supervisor	TSS Manager
Management functions	No
JOB DESCRIPTION	
Context	The EUSALP partners have decided to create a technical support structure (TSS) to support the operational implementation of the strategy. The TSS will be led by the Provence-Alpes-Côte d'Azur Region, with the collaboration of the French State, the Auvergne-Rhône-Alpes Region and the Lombardy Region. The TSS will be based in Nice with a secondary office in Milan.
Général duties of the position	Under the responsibility of the EUSALP TSS manager, he or she is responsible for the communication and promotion of EUSALP based on the communication strategy put in place and in particular: implementing its communication strategy, ensuring its visibility, developing its online communication, supporting the organization of transnational events, producing publications.
Activities	<ul style="list-style-type: none"> - Develop, update, implement and evaluate the EUSALP communication strategy in relation with the stakeholders (transnational bodies, participating States and Regions, project leaders, European Commission, ETC and ESIF programs, etc.) - Ensure the visibility of EUSALP to a wide range of target groups in a thematic and targeted approach - Collect, organize, process and disseminate, in autonomy, information about EUSALP, its themes and projects; - Actively participate in the network of communication officers of other macro regional strategies - Ensure the preservation and internal and external access to information related to the development and results of EUSALP and its projects through release of communication documents - Develop EUSALP's communication tools with a focus on online tools and social networks social networks - Develop and manage EUSALP's online communication, writing and updating the website, community management of the different groups (thematic and/or more general) - Interface with the developers of the computer and graphic tools; - Create multimedia tools for the TSS and the Action Groups: graphic elements, audio-video editing, specific tools - Supervising tenders who deliver production of EUSALP-related publications (online and print) - including all stages from design, data and information collection, editing, to illustration - Disseminate the Action Groups information related to their projects and

	<p>actions (strategic support by supporting the preparation and production of their communication plans and technical support through EUSALP's tools, social networks etc.)</p> <ul style="list-style-type: none"> - Ensure capacity building of Action Groups in terms of communication (online tools and publication of help documents, design and implementation of training, individual consultations) - support the organization and communication for EUSALP and Action Group events (of various natures: international conferences, thematic workshops, other workshops, webinars, training courses, etc.) in coordination with EUSALP stakeholders - Promote and represent EUSALP and its actions at external events in various European countries - Participate in the drafting of annual and final implementation reports - Prepare the transnational meetings of EUSALP - Plan frequent travel abroad (participation in General Assemblies, Annual Forums, Executive Boards, BAGL, action group internal meetings, external conferences, etc.)
REQUIRED PROFILE	
Training, diplomas permits	<ul style="list-style-type: none"> - University education in the field of information and communication - At least 5 years of professional experience in the fields of communication, information, publishing and international relations - Professional experience in institutional communication in an international context
Knowledge	<ul style="list-style-type: none"> - Good knowledge and/or willingness to learn about EUSALP's themes and the political and regional specificities of the cooperation area - Good knowledge of computer tools for online communication: Content Management System (TYPO3, WORDPRESS, JOOMLA, DRUPAM), social networks, online tools - Good knowledge of graphic and multimedia tools: ADOBE ILLUSTRATOR, PHOTOSHOP, PREMIERPRO • Languages: fluency in French and English. • Good knowledge of at least one other EUSALP language is an asset.
Know-how	<ul style="list-style-type: none"> • Ability to analyze and synthesize; • Ability to work in a team; • Ability to take initiative; • Rigor and organization; • Interpersonal and writing skills.
Know-how to be	<ul style="list-style-type: none"> • Autonomy • Dynamic, open-minded and innovative • Ability to work under pressure • Versatility and flexibility • Diplomatic
CHARACTERISTICS - PROCEDURES AND CONSTRAINTS	
Location of missions	Nice
Work organization methods	<ul style="list-style-type: none"> • Resources and equipment available: computer and telephone hardware. • Travel: Work trips will possibly be planned in France and/or abroad • Risks related to the role and work situations: management of missions and related contingencies. • Teleworking : yes

Functional relationships	<p>Permanent relations with the Action Groups, the central and regional administrations of the States and Regions participating in EUSALP, the representatives of the European Commission and other international bodies.</p> <p>Internally, permanent relations with all the departments and services of the Region.</p>
Job-specific ethics	<ul style="list-style-type: none"> • Any officer in the position agrees not to disclose outside the strictly professional context or use for personal purposes any confidential information arising from his or her responsibilities and activities. • Any officer in the position must follow the conflict of interest procedures established by the EUSALP TSS.
Information and application – before may 5, 2022	<p>Interested applicants are kindly requested to send their applications to : ghuet@maregionsud.fr</p>