



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in charge of external communication actions and out-reach initiatives

Reference number: COR/AD5-AD12/1 BIS/25

Directorate	Directorate for Communication
Unit	Unit DI – Coordination, planning, impact – Outreach strategy
Vacancy	AD5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	09/01/2025
Deadline	24/01/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in building Networks? Like to help your colleagues with project management and communication strategy?

As part of a small and dynamic team in charge of outreach activities within the Directorate for Communication at the European Committee of the Regions (CoR), you will contribute to conceiving, developing and implementing out-reach projects. In particular you will help coordinating the external communication actions and out-reach initiatives of the EU local councillors network. This includes designing, developing and implementing its communication strategy and drafting the annual action plan and the awareness-raising campaigns, under the supervision of the Deputy Director for Communication.

You will be in daily contact with CoR political groups, CoR members, other internal services and a variety of stakeholders. You will deal with the inter-institutional relations of the EU Councillors network, acting as main contact point for EU Institutions, in particular the European Commission, the European Parliament, their offices in the Member States (REPs, EPLOs), the Europe Direct information centres (EDICs) as well as regional offices based in Brussels and national associations of local and regional authorities.

Additional tasks are:

- benchmarking of new multilingual platforms and interactive tools for the Network
- organising large scale events in Brussels and at local level, together with CoR members their constituencies, the CoR political groups and EDs
- drafting strategic documents contributing to the Directorate internal activities on implementation, planning and report
- managing of framework contracts and relations with external contractors
- preparing and giving presentations during internal and external meetings
- implementing communication campaigns based on local events and dialogues

The ideal candidate will possess exceptional organizational, communication, negotiations skills, along with a proven experience in managing and implementing complex communication projects, campaigns and events. A pro-active approach to problem-solving, creative thinking and team's spirit is required.

2. Who are we? What are the challenges for us ahead?

Our team in DI - Coordination, planning impact – Outreach strategy - is part of the Directorate for Communication and it is placed under the responsibility of the Deputy Director. The Directorate for Communication consists of three units (Unit D1 – Press office and relations with media, Unit D2 - Events and local dialogues, Unit D3 - Digital communication and IT strategy).

The mission of the CoR's Directorate for Communication is to serve the communication needs of its Members. The Directorate is responsible for developing and implementing concepts and strategies to highlight the results of the CoR's legislative and political activities. This is mainly achieved via communication tools such as media relations, conferences and events, digital communication (including web-based communication), social media and publications. The development of corporate projects and networks largely contributes to fulfil the Directorate's mission.

The team within DI is in charge of the development of corporate and inter institutional projects aimed at bringing Europe closer to citizens via CoR members and, more in general, local and regional representatives. The team is, in particular, responsible for the network of European local councillors, a common EU project jointly governed and managed by the European Committee of the Regions (CoR) and the European Commission (EC).

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.

- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- Sound ability in running with communication campaigns, flagship events and visibility actions at EU and local level
- Previous experience in institutional relations, in particular with the EU Institutions, as European Commission services, the European Parliament, the EC Representation offices in the Member States and EDICs- Europe Direct information centre
- Strong organisational skills related to large-scale projects and events at EU and local level, including ability in drafting script/agenda for political conferences, management of VIP speakers, participants and web and social media actions
- Capacity to work in partnership with a variety of stakeholders at EU, local and regional level
- Excellent drafting and oral presentation skills (including experience in public speaking)
- Experience in financial workflows, incl. management of framework contracts, relations with external contractors
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English and French is required.
- Good command of IT applications and tools (Outlook, Excel, Word, Sharepoint, etc.) digital events platforms including Interactio.

3.3 ASSETS

- Previous working experiences within local, intermediate and regional authorities in direct contact with their political representatives and EDICs is a strong asset
- Proven cooperation with stakeholders such as national associations of local and regional authorities, regional offices based in Brussels, REPs, EPLOs, EDICs is desirable
- Consolidated ability in running with corporate projects within the EU Institutions, as European Commission services, working in particular with the EC Representation offices in the Member States and EDICs- Europe Direct information centre will be an advantage

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 24/01/2025 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General
Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.