

Project Officer, Communications and Outreach
Temporary position, maternity/parental leave replacement

The Common Wadden Sea Secretariat (CWSS) in Wilhelmshaven, Germany, is the Secretariat of the Trilateral Wadden Sea Cooperation (the Danish, Dutch, German cooperation at government level for the protection of the Wadden Sea, TWSC) and the coordinating hub for the Wadden Sea World Heritage. The Secretariat is located in Wilhelmshaven, Germany. The working language is English.

CWSS is seeking to recruit, beginning from 15 March to 31 October 2021, a full-time

Project Officer (m/f/d), Communications and Outreach

with possible part-time extension (50%) to 31 December 2021, for a temporary contract to cover a maternity/parental leave..

The incumbent's task will be to enable the CWSS to meet its outreach and communications obligations for the Trilateral Wadden Sea Cooperation and the Wadden Sea World Heritage.

The position is based out of Wilhelmshaven. We are putting our employee health and safety first with socially distanced office spaces, flexible working patterns and remote work possibilities.

Key responsibilities

- Act as a central communications focal point in CWSS and coordinate Wadden Sea-wide communications activities with regard to content and timing;
- Service the media, especially around important CWSS events and report publication;
- Web-editing, especially maintenance and updates to CWSS's website www.waddensea-worldheritage.org and release of bi-monthly newsletter;
- Act as central contact point for website development provider and CWSS staff on website and microsites-related topics;
- Act as editor-in-chief for annual report (to be published in November) and communications coordinator for CWSS staff on other *ad-hoc* publications;
- Coordinate the evaluation process of the communication strategy of the Trilateral Wadden Sea Cooperation;
- Act as central communications focal point in the Interreg project PROWAD LINK;
- Organise a workshop for the social media experts in the Trilateral Wadden Sea Cooperation;
- Further tasks as assigned.

Qualifications required

- First-level university degree in public relations, communications, journalism or a related discipline. A degree in another field with relevant work experience may be accepted *in lieu* of the above requirements;
- Experience in communication, PR and new media;
- Proven and demonstrable experience of working with a wide range of media, developing media strategies and relations, preparing press releases, etc.
- Proven and demonstrable experience of editing and producing publications.
- Experience working with websites, including web development, producing content for the web, etc.
- Proven experience working with social media platforms, such as Facebook, Twitter and YouTube.
- Experience or proven interest in international cooperation an asset;
- Experience in the communication of environmental policy and nature protection topics an asset;
- Sound analytical and strong drafting and editing skills, good planning and organizational skills, clarity of written and oral communications;
- Proficiency in spoken and written English and German. Knowledge of Danish and/ or Dutch is an asset;
- The incumbent will be a client-oriented team player;
- Excellent interpersonal skills including the ability to influence across the trilateral cooperation and externally.
- Confidence to represent the trilateral cooperation externally including public speaking as necessary.
- The incumbent should respond positively to change and the challenges and opportunities it brings. Must be able to adapt to virtual and remote work arrangements as well be prepared to travel when travel restrictions are eased.

Salary and allowances

Based on the German Collective agreement for Civil Service Employees (Tarifvertrag für den öffentlichen Dienst, TVöD), depending on qualification and experience comparable up to level 12.

Duration of appointment

This is a temporary position for the duration of 7.5 months due to parental leave with possible part-time extension of an additional 3 months.

For further information on the job description you may contact Bettina Oleksik via email oleksik@waddensea-secretariat.org or by phone +49 (0)4421-910817

Please submit your email application in English to the Head of the Common Wadden Sea Secretariat, Bernard Baerends (application@waddensea-secretariat.org). Interviews are foreseen to take place end of February 2021.

Deadline for applications: 15 February, 2021