



Exploring and documenting diversity in nature

The Consortium of European Taxonomic Facilities (CETAF) is the leading European network of Natural History Museums, Botanical Gardens, Natural Science Museums and Research Centres that house natural history collections and conduct systematics based research. CETAF aims to promote training, research and understanding in systematic biology, palaeobiology and Earth sciences, and facilitate access to our rich natural heritage via the sharing of the information held in the collections and the expertise of its member institutions from across Europe.

CETAF comprises 33 members representing 58 of the largest institutions from 20 European countries. Its members hold an estimated 1.5 billion specimens that represent more than 80% of the world's described species. CETAF represents an unprecedented resource for scientific research across the globe and its members act as the custodians of our common heritage. CETAF member institutions dedicate themselves to the preservation of this rich heritage as well as to the promotion of it through scientific research, education and public outreach. Beyond hosting major European collections and housing research centres of excellence in taxonomy via its members, CETAF provides an information exchange platform for researchers from a wide variety of scientific disciplines who carry out pioneering biodiversity-based research and develop innovative knowledge exchange pathways. From the digitalisation of collections to the use of digital media to stimulate the sharing of data, CETAF fosters the development of information services for scientific and public use.

A. JOB DESCRIPTION

The **e-Communications Assistant** will be joining our small team at the General Secretariat, in Brussels. S/He will be in charge of supporting and implementing CETAF communications pathways, mainly through the CETAF website. Tasks will include reinforcing CETAF's existing connections, expanding the CETAF network and updating the Consortium's website. The selected candidate will be working closely with the Officer for International Affairs and Networking, under the supervision of the General Secretary.

Specific Tasks:

- Contribute to developing and implementing a communication plan that will define and enhance the connections within the CETAF membership, and between CETAF and related actors in Europe and beyond,
- Update, improve and encourage the use of CETAF communication channels (distribution lists, blogs, internet forums, project websites, etc.) and social media platforms (twitter, etc...),
- Maintain and update CETAF's website (Drupal management system), including :
 1. Public and Community (intranet) spaces;
 2. Providing News and Events content (select, write and disseminate information of interest to CETAF and its members);
 3. Initiate and ensure CETAF's presence in social media outlets;

4. Propose and organize new communication services to CETAF Members, and implement them through the website,
 - Propose means for increasing the presence, visibility and use of the CETAF site,
 - Upload information on the Consortium members on the website,
 - Report on matters related to communication activities relevant to CETAF,
 - Other tasks may also arise, as requested by the General Secretary, for the adequate functioning and development of the General Secretariat office.

B. MAIN REQUIREMENTS

- i. University degree or equivalent experience.
- ii. **Professional Background:** A background in the field of Communications in an international environment. Experience in international associations and/or in the EU policy environment would be highly appreciated.
- iii. **The ideal candidate will have the following skills and specific competencies:**
 - Excellent writing skills, analysis capabilities and reporting experience,
 - Advanced computer skills including ICT support:
 - web maintenance (Drupal management system),
 - database management,
 - comfortable use of various communication tools and platforms,
 - experience in social media management,
 - proficient user of Microsoft package and Adobe Acrobat,
 - ability to use Photoshop or similar graphics editing software.
 - Well-organised with an eye for detail.
 - Self-sufficient.
 - Strategic and objective oriented.
 - Collaborative in nature and enjoys working as part of a team.
- iv. **Languages:** English is CETAF's working language. Good knowledge of French, written and spoken. Dutch valuable. Other languages an asset.

C. GENERAL CONDITIONS

- i. Start date: **February 2015**
- ii. **Work time:** Part Time (30 hrs/week)
- iii. **1 year contract** renewable (3 months trial period)
- iv. Workplace: **CETAF General Secretariat**
c/o Royal Belgian Institute for Natural Sciences
Rue Vautier, 29
B-1000 Brussels, Belgium.

If interested, please send your CV and motivation letter to Ana Casino (ana.casino@cetaf.org), with a subject line "e-Communications Assistant", by the **31st December 2014**. Interviews will be held in January-February of 2015. Only shortlisted candidates will be contacted.