Open Position:
Communications & Project Officer

The Forest-based Sector Technology Platform (FTP) is a European Technology Platform recognized by the European Commission, with its headquarters situated in Brussels. It is supported by stakeholders in more than 20 European countries. The mission of FTP is, in line with the 2030 vision of FTP stakeholders, to support the implementation of a European Strategic Research & Innovation Agenda by:

- Developing opportunities for funding of forest-based sector-relevant research and innovation activities
- Creating opportunities for cooperative research and innovation on a European level
- Strengthening the innovation profile of the forest-based sector
- Mobilising critical mass of research and innovation capacity from the sector

"The forest-based sector is one of Europe's largest sectors, and includes woodworking industries, pulp and paper industries and printing industries, as well as forest owners. It contributes some 8% of the EU's total manufacturing added value, and sustainably manages forests covering 37% of the EU's land area"

Job description
The successful applicant will be posted to FTP's Head Office located in the European Quarters in Brussels.

The FTP Communications & Project Officer has a high-visibility role. Both the job tasks and the working environment are very dynamic. The successful candidate will contribute with his/her ability to understand and communicate efficiently with the European Commission, industry associations and confederations in Brussels, as well as FTP's national and regional stakeholders. The main responsibilities of the position are:

- Researching and drafting newsletters with outreach to industry, the European Commission, FTP shareholders and mixed stakeholders in the Member States
- Organizing internal meetings and drafting meeting minutes
- Content management and daily updates of the FTP website and social media
- Active participation in EU-funded projects, drafting and delivering European Commission project reports
- Liaising with project partners, national experts, scientific and academic experts to maintain optimum involvement of the FTP stakeholder base
- Delivery of presentations to communicate the activities and achievements of FTP or to disseminate project results

Job Requirements

Personal Qualifications
- Excellent organizational and interpersonal skills
- Excellent verbal and written communication skills, and fluency in spoken and written English. Working knowledge of German is an advantage. French and/or Dutch is also seen as a merit.
- Critical thinking and a proven ability to condense the main message out of various contexts and complex situations
- Excellent knowledge of standard office applications and website content management systems

Experience
- Professional experience and understanding of the EU research and innovation landscape is considered a strong merit
- Experience of social media and/or journalism is considered a merit
- Proven ability to plan and organize events
- Ability to be self-driven and work independently
- A flexible approach towards working both in terms of shifting tasks and the organization of work time
- Experience of office management in a Belgian setting is considered a plus

Education & Training
- At least a 3-years university degree relevant to the position. Degrees in Engineering, Statistics or Natural Sciences are seen as an advantage but not mandatory.
- Experience in or related to the forest-based sector is an advantage

Starting Date: As soon as possible

Application:
Applicants are asked to submit a CV (maximum 2 pages) and a cover letter (maximum 1 page) that also indicates salary expectations. Please send applications to johan.elvnert@forestplatform.org by August 15 at the latest. The email subject should read: "Application FTP Communications and Project Officer"

Closing date for applications is 15 August 2017

FTP Sprl
The European Forestry House
Rue du Luxembourg 66
1000 Brussels   www.forestplatform.org