



**EUROPARC vacancy:  
Communications Officer**

Date: 30 November 2007  
 Basis: Full time  
 Application: To Richard Blackman, EUROPARC Deputy Director  
 Cover letter and CV by e-mail to [office@europarc.org](mailto:office@europarc.org)  
 Deadline: 14 December 2007, 16h00 CET  
 Interview: Upon invitation in the week beginning 7 January 2008

**Job Description and Person Specification**

**PRINCIPLE RESPONSIBILITIES:**

1. Develop/review and coordinate the implementation of the EUROPARC communication plan, with the involvement of members and Sections
2. Communication within the EUROPARC network, mainly via e-mail
3. Maintenance of contact data base
4. Production and distribution of regular EUROPARC publications
5. Writing and editing texts about EUROPARC activities and projects, different text types, mainly press/news releases, articles for EUROPARC publications, reports, press and media work
6. Networking with park press/communication officers from member organisations from all over Europe
7. Support / organise training events for park press/communication officers
8. Development of project/funding proposals to support communication work within the Federation
9. Co-ordination of projects
10. Review, update and maintain EUROPARC website

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>- European Computer Driving Licence, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>- University degree in communication/public relation or nature conservation related topics</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- training / experience in communications or journalism</li> <li>- practical experience in press and media work as well as knowledge of current communication forms available on the world wide web</li> <li>- training and/or experience, including voluntary work experience in domains related to nature conservation e.g. protected area management and activities, biology, ecology, landscape planning, forestry or similar disciplines</li> </ul>	<ul style="list-style-type: none"> <li>- Organising meetings and conferences.</li> <li>- Recording and transcribing meeting minutes.</li> <li>- practical experience in press and media work</li> </ul>

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Skills (the ability to):</b></p> <ul style="list-style-type: none"> <li>- Communicate effectively, both verbally and in writing.</li> <li>- excellent writing and editing skills</li> <li>- excellent spoken and written English</li> <li>- Collate information for reports to meet agreed deadlines.</li> <li>- Deliver accurate work to a high standard, and show attention to detail.</li> <li>- Prioritise tasks and work to agreed time scales.</li> <li>- Use Microsoft Office package and picture editing programmes confidently.</li> <li>- Manage self and own responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>- knowledge of German, French, and Spanish</li> </ul>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>- Good team worker, but also ability to work without supervision.</li> <li>- Flexible and hardworking.</li> <li>- Ability to work with people from many cultures</li> <li>- Interest and enthusiasm for nature and the environment</li> </ul>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>- Willing to work outside normal office hours</li> <li>- Willing to travel in Europe.</li> </ul>	
<p><b>Notes:</b></p> <p>The Communications Officer will be working at the Headquarters of the Federation, that is now located in Grafenau, Germany. He/she will be part of a multi-national team, making daily contact with individuals and organisations all over Europe.</p> <p>The contract will be in compliance with the employment laws of Germany, where the seat of the Federation is registered.</p>	