



ESF SHORT-TERM SECONDMENT SCHEME

Position in the Communications Unit

Building up an image bank

Identification of the Unit

The secondment will be based in the Communications Unit of the ESF, which deals with all internal and external communications for the ESF.

Type of position proposed

Communications Officer.
The position will be based in Strasbourg.

Description of the project: tasks, deliverables, milestones

The overall aim of the project is to build up an image bank for both ESF internal use, ESF Member Organisations use and for public external use via the ESF website. To achieve this, the secondee will:

- Liaise with ESF Units and Member Organisations sourcing images for use both within the ESF and ESF MO community and externally
- Work with private image agencies to ensure access and ensure images availability within all the scientific fields the ESF is covering
- Build up a network and put in place procedures with the Member Organisations for future image sharing
- Set up a system for internal use where images can be accessible for internal ESF use with acknowledgements and captions relating to each image
- Check copyright and usage of externally and internally acquired image Set up, populate and test the external image bank on the ESF website

Qualifications of a successful candidate

A junior to middle graded member of staff from an ESF Member Organisation with some experience working with images and copyright. Some web publishing experience would also be useful but not essential as full training will be provided.

Specific competences

- University degree in communications or equivalent experience, with at least 3 years of experience in communication departments or agencies.
- Knowledge of ESF and its procedures and of ESF Member Organisations;
- High standard of spoken and written English, with a working knowledge of French or another European language being an advantage;
- Good working knowledge of other MS Office systems and of electronic databases and Web sites.

Inter-personal competences:

- Action-orientated, responsible and autonomous, creative and willing to take initiatives, and continuously improvement-minded;
- Strong inter-personal and excellent communication skills within a multi-national context, including discretion, diplomacy and tolerance;
- Good self organisational skills;
- Good presentational skills;
- Transparency in working and a team-orientated work ethic;
- Positive and constructive attitude;
- Capable of demonstrating the ESF's values: Excellence, Openness, Responsiveness, Pan-European approach, Ethical Awareness and Human Values.

Period and length of the secondment

The secondment position is offered for a period of four months, preferably starting 1 September 2008.

Supervision and support foreseen

The candidate will work in the Communications Unit at ESF in Strasbourg, France, under the supervision of the Communications Project Manager but will also work closely with the entire communications team.

Mutual benefits for ESF and Member Organisations

The Seconding Organisation will benefit from the secondee's progress in working in an international and scientifically-broad environment and the contacts built with other Member Organisations. In addition, the secondee will develop strong links with the ESF staff and the Communications Unit in particular, furthering the Communications Network involving all ESF MO's that the Unit has already initiated. Working together with the multicultural and dynamic ESF staff is beneficial and will potentially benefit future career moves and, last but not least, Strasbourg and Alsace are also attractive locations to work and live.

Deadline for applications: 26 May 2008.

Date of interviews: 5 June 2008.

ESF short-term Secondment Scheme Rules

- The period of secondment normally is 3-6 months, based in Strasbourg France;
- The Home Organisation continues to pay salaries and benefits while on secondment.
- ESF pays all additional costs linked to the secondment i.e.
 - Relocation costs/ associated travelling costs
 - Furnished lodging in Strasbourg
 - Home trips every 4 weeks
 - A daily allowance based on days of presence at ESF in Strasbourg,
 - The cost of any mission carried out at the request of the ESF at the rates applicable to its own rules and regulations
- Member Organisations and ESF will work together to ensure continuity of health coverage and other insurances while on secondment.