

Communications Manager

Federation of European Neuroscience Societies (FENS)

Are you keen to manage strategic and operational communications and reach out to the neuroscientific community and beyond? Do you have experience with implementing high-level promotional activities and events in a pan-European context? If yes, then apply to join the FENS team in Brussels.

Job description

Identify and develop strategies to amplify the impact of FENS communication, in line with the FENS strategic plan and overall mission.

Plan, coordinate and implement outreach and promotional initiatives for FENS (e.g., FENS Forums and FENS Regional Meetings, awards, grants and training activities) towards various target audiences such as membership, partner organisations, the broader community, and the media.

Oversee and ensure delivery of external and internal communications of FENS including the coordination and development of press releases, newsletters, impact reports, and social media.

Manage and evaluate online and offline communication and information tools, including the FENS website. Liaise with external suppliers as required.

Act as main contact point and coordinating staff member for the Communication Committee that serves as a permanent task force for FENS communication activities.

Manage the communications budget and provide regular KPI evaluations and reports.

Office structure

The Communications Manager reports to the FENS Executive Director, oversees the Communications Assistant and works closely with the other team members of FENS to ensure visibility, promotion and impact of all FENS activities.

Qualifications and profile

- University degree in a relevant discipline (preferably in communications or closely related field) with previous relevant experience in the field of international communications and community outreach. Previous experience with scientific non-profit organisations would be considered an advantage.
- Superior communication and presentation skills. Mother tongue English speaker preferred but those with a fluent command of both spoken and written English are welcome
- Proven experience with social media, and website and event communications, and experience in creating high-quality, impactful communication materials
- Experience in managing budgets and reporting on KPIs
- Excellent technical skills (e.g., WordPress, Mailchimp or similar, Adobe Suite, Microsoft Office, Google analytics, SEO) and proficiency in project management
- Creative, innovative, organised, detail-oriented, culturally sensitive, team-oriented, adaptable, able to work under tight deadlines and quickly changing conditions
- Motivation to work for a non-profit organisation in an international environment, and interest for science communication

- Customer-focused and service oriented
- Responsible, reliable and supportive manager of staff
- Legally allowed to work in Belgium

Location and benefits

The position of Communications Manager is a full-time position (38h per week), based in the FENS office in Brussels. The job may occasionally require flexibility in terms of working days/hours in connection with meetings and travel. FENS offers a permanent contract (CDI, Belgium) with compensation according to the qualifications of the selected candidate. Meal vouchers are offered as part of the contract.

Application process

Please submit your application using the form available [here](#). Applications will be evaluated on a running basis and the call will be open until the position is filled. Shortlisted candidates will be invited for an interview and will be asked to complete a short competence-based test. Starting date: June 2022.

About FENS

The Federation of European Neuroscience Societies (FENS) federates 44 scientific non-profit societies across Europe and represents over 20,000 scientists working in the field of neuroscience. Through its activities, FENS actively promotes scientific exchange and education among European neuroscientists and serves as the main European voice for neuroscience on behalf of its members towards the European institutions and international partners in a global context. The FENS office currently has 10 employees.

FENS is an Equal Opportunity Employer committed to supporting diversity and inclusivity in neuroscience research. FENS does not discriminate on the basis of sex or gender, marital or parental status, sexual orientation, race, ethnic origin, citizenship/nationality, age, religion, belief, or disability, and welcomes applications from all eligible candidates.

More information about FENS is available on www.fens.org