



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AD5-AD11/25/22

#### Head of sector<sup>1</sup>

Directorate	Directorate for Communication
Unit	Events and local dialogues, sector "Future Lab: Consultation mechanism"
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	23/06/2022
Deadline:	<b>09/09/2022 at noon (Brussels time GMT + 1)</b>

#### Your job and responsibilities

**Interested in the future of European democracy at regional and local level? Interested in managing communication projects and events? Do you like working with varied political and administrative stakeholders at both local and EU level?**

During the Conference on the Future of Europe (COFE), it became clear that European democracy needs to be strengthened by boosting participative democracy alongside the representative democracy. Whatever happens in the COFE follow-up, the European Committee of the Regions (CoR) aims to establish a permanent consultation mechanism of citizens through a series of dedicated outreach activities.

As a Head of the Sector "Future Lab: Consultation mechanism" in the Events and local dialogues Unit, you are responsible for following up on the COFE recommendations, and conceptualising the CoR contribution to the future EU Agora with input from and feedback to the regional and local level. This project would build on existing good practice, exchange of know-how about innovative methods of citizens' participation, and feed into the CoR's legislative work. You will manage the planning and quality control of the team's tasks and the reporting to hierarchy. You will support and complement team members in their work when needed and closely liaise with the other teams in the unit, as well as across the directorate.

Furthermore, as part of the Events and local dialogues Unit, you are responsible for developing and organising the key events of the CoR, including their conceptual preparation and logistical coordination. You develop content for online communication tools, in particular with a view to achieve an increased reach-out towards regional and local authorities. You ensure the link of CoR events with political priorities, contribute to the development and implementation of the CoR's communication strategy and campaigns, as well as their monitoring and evaluation process. You coordinate relations with other EU institutions and event partners. You contribute to accompanying media and social media outreach and oversee the development of new online tools and channels in order to increase interactivity with online audiences across Europe, during and after events. You also coordinate related budgetary and contractual aspects. In all these tasks and processes, you interact closely with a wide range of internal and external stakeholders at political and administrative levels, with institutional partners, experts, speakers, suppliers and

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<sup>1</sup> Any reference to a person of the male sex shall be deemed also to refer to the female sex, and vice versa.

communication partners, as well as with other CoR services such as the cabinets of the President and the Secretary-General, the registry, the CoR Commissions, etc.

### Who are we? What are the challenges for us ahead?

The key mission of the Events and local dialogues Unit is to organize high quality communication activities, including events, which provide input and visibility to the CoR's political and legislative works, and to develop communities which serve as a platform for exchange among regions and cities. Our unit of 14 colleagues, organized in the sector of "Future Lab: Consultation mechanism" and three other teams, serves not only the CoR but the broader inter-institutional cause of explaining the European Union and offering networking space to regions and cities. The unit is part of the Directorate for Communication, together with the Coordination, planning, impact, outreach strategy Unit (D.1), the Press office and relations with media Unit (D.1), and the Digital media and IT strategy Unit (D.3).

Our main achievements are the contribution to the institutional efforts to connect with EU citizens, which is the first political priority of the CoR. We do this through member-centric communication campaigns, and the continuous successful series of flagship events: 9 editions of the European Summit of Regions and Cities, a unique political networking platform for EU, regional and local politicians from across Europe; 19 editions of the European Week of Regions and Cities, the biggest annual event dedicated to regions and cities from all over Europe; 11 editions of EuroPCom, the largest conference on public communication in Europe.

Our challenges ahead are the post-COVID-19 adaptation of the CoR flagship events, further development of innovative ways of engagement with citizens through local and regional politicians across the EU, and positioning the CoR as a valuable contributor to the COFE follow-up, the European Green Deal, and post-COVID-19 economic recovery.

### Are you the talent we are looking for?

- You have thorough knowledge of an official language of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a thorough knowledge of English is required and a good knowledge of French is desirable; knowledge of other languages would be considered as an asset.
- You have good knowledge of the EU institutions, their policies and communication strategies, and are aware of the CoR's political priorities and activities, to detect possible connections and opportunities for CoR communication activities.
- You have an interest in the democratic process.
- You have a very good knowledge in the field of communication and experience in the organisation of large-scale events, development and implementation of concepts and programmes.
- You have an experience in coordination of international teams; you also possess an aptitude for coordinating inter-departmental and inter-institutional activities related to the remits of the unit, including follow-up of the budgetary planning and post-event reporting.
- You define, develop and implement indicators for measuring the impact and for evaluating the projects.
- You have the capacity to stay at the forefront of new trends in the area of communication; experience in writing for the web and social media; motivation to learn to use other specific IT applications and online tools, in particular those facilitating online participation.
- You possess excellent organisation and coordination skills, particularly as regards project management, respect of deadlines, strong analytical capabilities and ability to set priorities.
- You are a very good team player, resilient, communicative and client-oriented person.

### What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.

- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

### Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 09/09/2022.

Please remember to read carefully the appendix to this vacancy announcement.

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The Secretary-General

*(signed)*

Petr Blížkovský

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The [European Committee of the Regions](#) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

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