

Role:	Communication Assistant	Job Category:	Structured staff
Team:	Stakeholders' Relations and Buy-In		
Location:	Brussels or homebased organization with commuting (max. twice/per month for 2-3 days each)	Missions required:	Yes (limited number per year subject to business needs)
Level:	-	Workload:	0.5 FTE calculated in days 215 = 1 FTE
Operational background required		Open to all Members	
Job Description			
BACKGROUND & CONTEXT			
<p>On 1 June 2022, the SESAR Deployment and Infrastructure Partnership (SDIP) took over the role of the SESAR Deployment Manager by signing a long-term Framework Partnership Agreement (2022 – 2027) with the European Commission.</p> <p>The SESAR Deployment framework, established by Commission Implementing Regulation (EU) N° 409/2013, defines three main implementing mechanisms: Common projects, deployment programme and the Deployment Manager. Common projects mandate the implementation of specific SESAR solutions, developed by the SESAR 3 Joint Undertaking, that benefit the European air traffic network the most, and that require synchronised deployment. The deployment programme is a work plan that defines how common projects should be implemented by the stakeholders concerned. The Deployment Manager is responsible for timely and synchronised implementation of common projects and monitoring by coordinating and supporting the stakeholders concerned. The Deployment Manager also monitors the implementation progress and reports to the Commission.</p> <p>The performance of the tasks of the SDIP Consortium are carried out by a project management structure composed of resources provided by the Members of the Consortium, as well as resources contracted by the Consortium. The organizational structure of the Consortium is divided in 4 competence centers 1°) technical expertise, 2°) buy-in & communication, 3°) business & performance and 4°) administrative, financial & legal. These centers are led by a manager responsible for the performance of the concerned activities.</p> <p>This selection will be carried out in full consistency with the provisions included in the Consortium's Human Resources policy.</p> <p>More info on the role and tasks of the SESAR Deployment Manager:</p> <ul style="list-style-type: none">- https://www.sesardeploymentmanager.eu- https://youtu.be/888d14Qav9k- https://www.sesardeploymentmanager.eu/about			

ROLE AND RESPONSIBILITIES

The **Communication Assistant** will be responsible, under the accountability of the Head of Stakeholder Relations and Buy In team **for supporting the execution of SDM communication activities**, including:

- Promoting the role, activities and added value of the SESAR Deployment Manager to ensure its recognition by all external interfaces, both at an institutional level and among operational stakeholders;
- Informing the general public on European ATM modernisation;
- Establishing and executing all appropriate communication arrangements to ensure the consortium can discharge its duties effectively;
- Managing internal communication to make sure the Consortium tasks are appropriately performed.

The **Communication Assistant** will specifically be responsible for:

- Supporting the rollout of the dedicated SDM communication strategy aiming at raising awareness of the ATM community, including its management, periodical monitoring and updating in close cooperation with the other consortium competence centres
- Supporting the daily management of the dedicated website / partner area, the execution and follow-up of the social media strategy, as well supporting the organisation and participation to events, webinars, conferences etc. and the creation of any type of communication outputs (publications, videos, fact sheets etc);
- Supporting external and internal communication activities and stakeholder management related tasks such as managing social media channels, maintaining websites and platforms, copywriting, preparing e-mailings

As part of the Stakeholder Relations & Buy In team, you will be involved in many important activities of the SESAR Deployment Manager and provide communication support to various teams.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Educational achievement and qualifications and/or relevant professional experience commensurate with the content of the role
- Proven experience in managing social media channels and online community platforms in a professional environment.
- At least 2 years of proven track history in external and internal communications with a variety of stakeholders

PREFERRED SKILLS

- Excellent oral and written English
- Proficient in MS Office
- Solid writing, editing and researching skills
- Strong attention to detail
- Diplomatic and discrete
- Team player
- Planning and organizational skills
- Familiarity with design software (e.g. Photoshop, Illustrator), content management systems (e.g. Word Press, Contentful) and emailing software (e.g. Campaign Monitor) is a plus

- Familiarity with aviation in general and/or Air Traffic Control, Airport or Airline environment specifically
- Experience with working in an international/European environment
- Knowledge of graphic design is a plus
- Understanding of media relations is a plus

Issued on: 9 August 2022

Deadline for application: Friday 16 September cob.

Documents required: CV & motivation letter

Contacts:

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