



Brussels, 17 January 2019

Job description and person specification

Research Project Officer Full-time position 1 year limited contract (time extension envisaged)

AGE Platform Europe (a.i.s.b.l.) is a European network of 110 organisations of and for people aged 50+ which aims to voice and promote the interests of senior citizens in the European Union and to raise awareness on the issues that concern them most. Since its establishment in 2001, to support its advocacy role AGE Platform Europe has been active in numerous European projects, covering a very broad range of issues, from technology (ICT and virtual environment), to health, long-term care and more. AGE works for mainstreaming its projects' activities (additional information on AGE projects: <http://www.age-platform.eu/age-projects>) within its wider campaign against age discrimination and for age-friendly environments, and its policy work on social and economic policies, among others: <http://www.age-platform.eu/age-policy-areas>

Job description

Job title: Research Project Officer

Reports to: AGE Secretary General and AGE Research Project Manager

Purpose of job

- To perform and coordinate AGE activities in some European projects in which AGE is involved, namely [FrailSafe](#), [iPrognosis](#) and [Maturolife](#).
- To work on awareness raising, networking and perform communication and dissemination tasks in the above mentioned projects.
- To convey AGE inputs within the project consortia and in liaison with AGE experts and members.
- To take care of both the internal (liaising with AGE membership) and external (community building and social media) communication for research projects.

Location: AGE office in Brussels

Main tasks:

To perform and coordinate AGE activities in some European projects and proposals in which AGE is involved:

- Perform the task requested by the projects (deliverables, milestones, organisation of meetings and events) in autonomy, as well as together with AGE colleagues, and project partners.
- Collect information (mainly on e-health/m-health, assistive technologies) and provide input to projects and projects' partners.



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- Coordinate contacts with other project partners and implement projects' dissemination strategy.
- Support to the organisation of project meetings (e.g. agenda, meeting room and hotel booking; meals, etc.) and draft minutes.
- Take care of interim and final activity and financial reports, under the supervision of AGE Office and Project Manager.
- Contribute to the drafting of project proposals, under the supervision of AGE Secretary General and AGE Project Manager.

To contribute to the development and dissemination of the outcomes of EU research projects in which AGE is involved:

- Promote projects' findings to key actors at EU and national levels
- Write articles for newsletters, press-releases, websites, and leaflets for the projects and liaise with AGE Communication Officer.
- Make the best use of social media and other relevant media sources
- Update AGE website with information on the projects
- Participate to conferences, also outside Brussels, when required

Person specification

Knowledge

Essential requirements

- Knowledge of EU institutions and procedures
- Sound computer literacy and social media skills
- Full command of English

Desirable requirements

- Knowledge of the Horizon 2020 Programme
- Knowledge of EU e-health/m-health policy, in particular related to ageing
- Knowledge of content creation and editing
- Knowledge of graphic design
- Knowledge of content management system (CMS) and Word Press

Skills/Abilities

- Ability to work in small, busy multilingual team
- Strong written and oral communication skills with groups and individuals
- Very good networking abilities
- Ability to be self-supporting and pro-active
- Analytical skills and ability to process information on a wide variety of issues
- Ability to manage a complex workload, to plan and prioritise
- Creativity (desirable)

Special conditions

- Willingness to work flexible hours and to travel within Europe, when required.



Contract time-length: 12 months to be performed full time (the possibility of extension will be evaluated)

Salary: 2.600 – 2.800 EUR (gross) per month depending on skills and experience

Schedule:

- Deadline for sending applications: **3 February 2019 (17:00 CET)**
- Interviews will be held during the week starting on **11 February 2019**
- Start: as soon as possible – Ideally on 18 February 2019

To apply

Please send:

1. One-page motivation letter
2. A detailed CV and
3. A laid-out communication brief (max. 400 words) on “Challenges to ageing well”

to **Ilenia Gheno, Research Project Manager** at ilenia.gheno@age-platform.eu

Subject heading: **Application Research Project Officer**

Only candidates shortlisted for interview will be contacted.

Please note that AGE cannot refund travel and accommodation costs for the interviews but if needed, the interview can be organised by phone or Skype.

In case of questions, please write an e-mail (no phone calls related to the application).

AGE is an equal opportunity employer

