

Projects and Communication Officer

Two positions are available, both based in Brussels: one full-time position and one part-time position at 50% FTE.

Starting date for both positions: 1 October 2026, or as soon as possible thereafter.

EPR is looking for two Projects and Communication Officers to join its Secretariat in Brussels: one on a full-time basis and one on a part-time basis at 50% FTE. The preferred starting date for both positions is 1 October 2026.

Deadline for applications: 21 September 2026

We invite you to visit www.epr.eu to find out more about EPR's aims, activities and structure. The Projects and Communication Officer will contribute to the implementation of EPR's EU-funded projects, with responsibility for their communication, dissemination and visibility activities. The role combines project support, partner engagement, content development and event organisation.

The successful candidates will report to EPR's Head of Projects and work in close collaboration with the other Project Officers and Communication Officers and the wider EPR team.

Both positions share the same role profile, responsibilities and selection criteria described below. Applicants may apply for the full-time position, the part-time position, or both.

Expected profile:

Qualifications, communication and dissemination

- University degree in Communications, Project Management, Political Science, International Relations, European Studies or another relevant discipline, or equivalent professional experience.
- At least three years of relevant professional experience, primarily in communications and dissemination, including experience within EU-funded or international projects.
- Experience in supporting or coordinating communication and dissemination work packages within EU-funded projects, including planning activities, coordinating partner contributions and contributing to communication deliverables.
- Knowledge of EU communication and visibility requirements and the ability to apply them consistently across project materials, communication channels and events.
- Excellent written and spoken English.
- Ability to translate technical or policy-related project content into clear, accessible and engaging communication materials adapted to different audiences.
- Experience in developing and implementing communication and dissemination activities across channels such as websites, social media, newsletters, publications and presentations.
- Experience in developing or coordinating the production of visual communication materials, including project logos, visual identities, infographics, videos, newsletters and other digital or printed content.
- Good command of Microsoft Office and experience with digital communication tools, including content-management systems, email-marketing platforms, social media

management and analytics tools, and visual-design platforms such as Canva or equivalent.

- Ability to produce and adapt visual and multimedia content using basic image and video-editing tools, and to prepare accessible digital materials, including captions, alternative text and accessible documents.

Project drafting and implementation

- Experience in supporting the implementation of projects or project activities, including maintaining project documentation and following up on agreed actions.
- Ability to keep track of tasks, deadlines and contributions from project partners, and to flag possible delays or issues in a timely manner.
- Ability to work effectively with colleagues, project partners and external stakeholders and to communicate clearly across different professional and cultural contexts.
- Experience in drafting or contributing to proposals for EU-funded projects.
- Familiarity with developing project concepts, work packages and applications in response to EU funding calls.

Organisation, events and ways of working

- Experience in organising in-person, online or hybrid meetings and events, from initial planning and logistics to promotion and follow-up.
- Excellent organisational skills and the ability to manage several tasks and deadlines simultaneously while maintaining attention to detail.
- Ability to work independently on assigned responsibilities while contributing effectively to a small and collaborative team.
- A proactive, efficient, flexible and motivated approach, with strong interpersonal skills and a willingness to take responsibility for assigned tasks.
- Willingness and availability to travel occasionally within Europe for project meetings and events.
- Commitment to non-discrimination, accessibility and equal opportunities for people with disabilities, reflected in both communication outputs and ways of working.

Desirable

- Interest in European social and disability-related policies and services, together with a willingness to develop further knowledge of the sector.
- Experience with Erasmus+, ESF+, Horizon Europe or other European funding programmes and familiarity with their project cycles and reporting expectations.
- Experience in monitoring the reach and impact of communication activities using analytics, indicators or other reporting tools.
- Experience with professional graphic-design and video-editing tools.
- Knowledge or experience of the social sector, disability services or rehabilitation services.
- Understanding of EU social and disability-related issues.

Role and responsibilities

The responsibilities below apply to both positions. The precise allocation of tasks will be determined according to the needs of EPR's projects, the working arrangements of each position and the experience and strengths of the selected candidates.

Project communication and dissemination

- Coordinate communication, dissemination and visibility activities within EPR's EU-funded projects, including activities for which EPR leads a communication or dissemination work package.
- Develop, implement and regularly update project communication and dissemination plans, ensuring that activities remain aligned with project objectives, audiences and timelines.
- Develop or coordinate the production of project branding and multimedia materials, including logos, visual identities, templates, infographics, videos and newsletters, working with external service providers when required.
- Ensure the timely and high-quality delivery of communication outputs and the fulfilment of contractual communication and visibility requirements.
- Produce, edit and publish clear, engaging and accessible content for project websites, social media, newsletters, publications, presentations and other communication channels.
- Coordinate communication inputs from project partners, providing clear guidance and supporting the consistent use of common messages, visual identities and accessibility standards.
- Maintain project communication calendars and support the planning of campaigns around key milestones, outputs, events and opportunities for stakeholder engagement.
- Monitor the reach and impact of communication and dissemination activities, collect supporting evidence and contribute relevant information to project reports.
- Ensure that project communication reflects EPR's values and uses inclusive and accessible language and formats appropriate to the intended audiences.

Project support and implementation

- Support the day-to-day implementation of EU-funded projects in which EPR participates as coordinator or project partner, contributing to workplans, internal follow-up and project documentation.
- Support the coordination of EPR's contributions to project activities, deliverables and meetings, working closely with colleagues and external partners.
- Keep track of deadlines and support follow-up on agreed actions, partner contributions and project documentation, raising potential issues with the relevant colleagues when necessary.
- Prepare and support project meetings by assisting with agendas, presentations, background documents, minutes and follow-up actions.
- Contribute to technical and narrative project reports, particularly sections concerning communication, dissemination, stakeholder engagement and impact.
- Support the development of new project concepts, partnerships and funding applications by contributing research, content and communication-related input.

- Liaise with project partners, EPR members, external stakeholders and service providers to support the timely exchange of information and delivery of agreed activities.

Events and wider communications

- Support the organisation and promotion of project meetings, workshops, webinars, conferences and other dissemination events, helping to ensure a coherent experience for participants.
- Coordinate event communications, registrations, materials, speakers and follow-up dissemination in cooperation with the relevant EPR colleagues.
- Contribute to key EPR events, including the Annual Conference, particularly in relation to communications, project content and participant engagement.
- Support wider EPR communication activities when linked to project results, events and organisational priorities, helping to ensure consistency across EPR's communication channels.

Terms and conditions

Selected candidates must have a valid permit or otherwise be eligible to work in Belgium.

Two contracts are offered: one full-time contract and one part-time contract at 50% FTE. Both contracts will initially be for a period of 15 months, with the possibility of extension depending on performance and project funding.

The gross salary range for the full-time position is EUR 3,205–3,544 per month, depending on experience. The salary for the part-time position will be calculated pro rata at 50% of the applicable full-time salary.

EPR offers a competitive remuneration and benefits package. Benefits applicable to the part-time position will be provided in accordance with Belgian law and EPR's internal policies.

Contract for this position will be according to Belgian law. We have a good remuneration package that goes according to experience . EPR offers great opportunities to learn and work with a fantastic network of engaged members, innovators and change makers for inclusion.

EPR is an equal opportunities employer and people with a disability are strongly encouraged to apply. EPR is committed to make all reasonable adjustments needed.

EPR commits to carefully handle the privacy and data protection of natural persons whose personal data is processed by EPR.

How to apply

Interested candidates should apply by 21 September 2026 by sending a completed application form and CV to epr@epr.eu, using the subject line "EPR Projects and Communication Officer application". In their application email, candidates must clearly indicate whether they are

applying for the full-time position, the part-time position at 50% FTE, or both positions. This application form replaces the cover letter.

Candidates should use one of the following subject lines: “EPR Projects and Communication Officer – Full-time”, “EPR Projects and Communication Officer – Part-time”, or “EPR Projects and Communication Officer – Both”

Interviews are expected to take place during the week of 21–27 September 2026. The preferred starting date is Thursday, 1 October 2026.

Only shortlisted candidates will be contacted for an interview. Candidates may be contacted on a rolling basis as applications are received.

EPR is an equal opportunities employer. Candidates with disabilities are encouraged to apply.