



Vacancy announcement for the Interact Programme

Interact Office Turku

Communication and Data specialist

About Interact

We are an experienced international team who are passionate about cooperation. Cooperation can be complex; our job is to make it easier.

We ensure the exchange of experience, information, and innovation to promote best practice and make cooperation easier. We achieve this through targeted events, publications, and tools.

Our services are targeted at cooperation programmes under the European Territorial Cooperation (ETC) objective of Cohesion Policy 2021-2027 - known as Interreg, as well as other cooperation frameworks, such as EU macro-regional strategies. We are co-financed by the European Regional Development Fund (ERDF). Our work covers the Member States of the European Union, as well as Norway and Switzerland. We also support programmes in pre-accession and European Neighbourhood countries.

Interact's Managing Authority and Interact Secretariat (MA/IS) are based in Bratislava. Four Interact offices, in Turku (Finland), Valencia (Spain), Viborg (Denmark) and Vienna (Austria), deliver services to Interreg programmes and other cooperation stakeholders. Each of the four implementing offices host specialists in Programme Financial Management, Programme Content and Programme Communication. Each office has also lead responsibility for certain Operations of Strategic Importance which are important to the Interact programme, and have a significant impact on our target audience.

Full details regarding the aims, objectives, coordination framework and operational strategy for the programme can be found in the Interact IV Cooperation programme, available to download at www.interact-eu.net/#o=interact-iv.

About Interact Office Turku

Our team is located in Turku, in the university city at the south-western coast of Finland. The Centre for Environment, Transport and Economic Development Centre (ELY Centre) holds the contract with Interact Office Turku, and the ELY Centre is also our host and formal employer.

Among other projects, Interact Office Turku manages keep.eu on behalf of Interact and Interreg. Keep.eu is an online platform designed to aggregate and distribute data to be of service to the Interreg community. Its mission is to collect, curate, aggregate, publish and distribute data and meta-data on Interreg and Interreg-related current and past projects, partners, and programmes. Its main target audience are the Interreg community and its direct (professional) stakeholders.

Profile

We are looking for a highly motivated and skilled Communication and Data specialist to join our team in an exciting new position.

This multifaceted position encompasses two primary responsibilities. The first is ensuring the integrity and excellence of data within the keep.eu database, adhering to established quality standards. The second entails bolstering the visibility of Interreg, crafting compelling data-driven narratives, and sharing them with relevant stakeholders, as well as supporting other Interact's communication efforts.

The successful candidate will work in close cooperation with other Interact experts, and the keep.eu and interreg.eu team in particular.

Being a core part of the team developing keep.eu and working together with other Interact visibility experts, this profile requires a responsible team player, enthusiastic to subordinate creativity to organisational goals, with a keen eye for detail and strongly committed to high-quality results.

What are the key tasks?

- support the visibility of Interreg and ensure that communication efforts are consistent and effective, in close cooperation with other Interact experts,
- support the development of audio-visual content, publications, and procurements for materials, as needed, as well as their management;
- develop and distribute keep.eu web content and communication, promote data stories and keep.eu functionalities, in close cooperation with the keep.eu team and other Interact visibility tools experts;
- collect, curate, classify and import data to the keep.eu database, supervise data cleaning, geolocation, and other processes, and guarantee the agreed standards of data and service quality of keep.eu;
- contribute to the continuous adjustment of data collection processes in the keep.eu database, incl. managing priorities, and proposing improvements to workflows and overall plans and standards, in close cooperation with the involved team;
- analyse user experience and contribute to ensure that organisational strategy and user focus are the core of any activity;
- contribute to the correctness and reliability of the keep.eu management-control system; liaise with the main keep.eu data providers and have regular contact with Interreg programmes, as well as any other entities that contribute with data to keep.eu
- perform other tasks according to the needs of Interact.

Who are we looking for?

The minimum requirements for this position, and which applicants should regard as eligibility criteria, are:

- Master's degree or equivalent in relevant fields of study
- Sound professional background and at least 5 years working experience in relevant fields
- Proficiency in written and spoken English

Knowledge that is necessary for this position is:

- strong organisational skills and the ability to manage multiple projects simultaneously
- proficiency in using various communication tools and platforms, including social media, email, and website management
- solid data management skills, knowledge of data structures and analysis
- good IT literacy and digital skills
- product development skills and knowledge of UX design processes
- excellent communication and team skills
- strong attention to detail and the ability to ensure effective communication
- knowledge of Interreg programmes and projects, including their management lifecycle, and understanding the EU Regional Policy and regulations is desirable.

Personal skills/assets that are essential for this position:

- highly committed and willing to own the quality of the delivered services
- service and mission-oriented, with a strong focus on organisational goals, and on user and stakeholder needs, with a taste for developing and maintaining effective relationships with stakeholder groups
- independent, yet a team player with strong social skills
- able to work effectively with teams across the organisation and from multi-cultural backgrounds
- creative and innovative, able to think outside the box to pursue organisational goals both in communication and data activities
- able to adapt and to quickly adjust to changing priorities, new technologies, and emerging trends
- strong time management and organisational skills
- flexible and willing to learn new skills and tools as needed, to stay current with emerging communication trends and technologies
- strong sense of initiative and personal responsibility

Please apply in the Finnish governmental recruitment platform valtiolle.fi 32-1002-2023

Terms and conditions

The terms and conditions for employment/contracting period are:

- The position is full-time and based in Turku, Finland.
- The successful candidate will be employed in accordance with the relevant Finnish labour agreements.
- We can offer a competitive annual salary including good occupational health care services.
- The length of the contract is subject to the funding and strategic decisions from Interact IV programme, provisionally until the end of 2029.
- Starting date as soon as possible, not later than 1.1.2024.
- The employment is foreseen on a 37,15 hours per week basis.
- The position could involve travel and occasional work outside regular office hours.
- The working place is Turku (Finland), home office in Finland is possible to certain extend.

Application procedure

Please apply online at www.valtiolle.fi, the Finnish governmental recruitment service. Please note that the ID number for this position is (32-1002-2023) and it serves as the reference number for the position in online system. Applications sent by e-mail or forms other than the online system will not be accepted.

The application should include:

- A motivation letter describing
 - your suitability for the position, and what you would bring to Interact
 - your main job expectations
- A detailed curriculum vitae

To upload the CV and motivation letter, follow the instructions in the online application tool. All documents should be submitted in English.

Regarding your CV, you may wish to indicate a contact person we can approach for references on your employment. All applications will be treated confidentially, and referees will not be contacted without prior agreement with the applicant.

Applications should be received no later than Wednesday 20 September 2023 at 16.15 EET.

Applications received after this date will not be considered.

Short-listed candidates will be contacted by Friday 28 September 2023. First round of interviews will be held online 3-5 October 2023. The second interview round will optionally take place in situ in Turku/Helsinki.

A security clearance will be performed on the selected candidate. Further information on the security clearance please visit the website of the Finnish Security Intelligence Service (<https://supo.fi/en/security-clearances>). The probationary period of 6 months will be applied.

Please note that the information submitted by the candidates and the selection process documentation might be shared with other departments of ELY Centre, the Interact Monitoring Committee members, if requested, and the Interact Managing Authority, Programme Secretariat and Interact Offices.

For further information please contact:

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