

VACANCY NOTICE

Communication Assistant

Job Title: Communication Assistant

Job Location: E-RIHS Central Hub, Florence, Italy

Contract Type: Full-time (36 hours per week), tenure-track position

Duration: 1 year, with possibility of conversion to a permanent appointment upon assessment

Employer: E-RIHS ERIC (European Research Infrastructure for Heritage Science) is a pan-European Research Infrastructure Consortium (<https://www.e-rihs.eu>) that advances heritage science through research and development, integrated access to laboratory and mobile facilities, archival resources, digital services, and expertise, as well as specialised high-quality training. Its mission is to promote knowledge, conservation, sustainable use, and appreciation of heritage through interdisciplinary research, innovation, capacity building and international cooperation. The Central Hub, based in Florence (Italy), coordinates activities across the distributed infrastructure of National Nodes throughout Europe.

Gross Annual Salary: €49,550, paid over 13 monthly instalments

Expected Starting Date: October 2025 (The exact date will be agreed with the successful candidate based on mutual availability and organisational needs)

Reports to: Director General of E-RIHS ERIC

Application Deadline: 15 September 2025

JOB DESCRIPTION

Position Overview: The Communication Assistant supports the Director General in implementing the E-RIHS ERIC's communication and dissemination strategy and ensures day-to-day internal and external communication. The Assistant contributes to the visibility of E-RIHS activities and engagement with the heritage science community and assists in institutional relationships and bilateral exchanges at both national, European and international levels. The Assistant also contributes to the smooth functioning of the Central Hub by supporting internal operations. The role is central in facilitating effective communication and documentation flows between the Central Hub, National Nodes, and stakeholders.

Main Responsibilities

- Support the Director General in developing and implementing E-RIHS ERIC's communication, dissemination, and outreach strategy

E-RIHS ERIC | Central Hub

Manifattura Tabacchi
Via delle Cascine 35, 50144 Florence, Italy

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- Prepare internal and external communication materials and documents, including newsletters, minutes, surveys, datasets and spreadsheets, and reports, including the annual report of E-RIHS ERIC
- Manage communication channels, including website, social media, and media relations, to ensure effective outreach of project results and institutional content across members' countries, institutions, and stakeholders
- Support the preparation and publication of documents on trusted repositories and collaborative platforms (e.g., Zenodo, D4Science), ensuring accessibility, dissemination and proper documentation of E-RIHS ERIC's scientific and institutional outputs
- Support the production of communication and visual materials, such as press kits, brochures, flyers, presentations
- Support the organisation and promotion of events, seminars, workshops, and meetings
- Assist the Director General in institutional exchanges and bilateral activities at European and international level
- Provide general secretarial support to the Director General, Central Hub operations and functions, meetings and strategic initiatives.

REQUIREMENTS

- Master's degree in communication, cultural heritage management, international relations, or other disciplines demonstrably relevant to the role
- At least 2 years of relevant work experiences in communication and institutional exchanges, preferably within a European context and in the domain of research infrastructures or cultural heritage research
- Excellent oral and written communication skills in English (C1 level or higher) - knowledge of additional languages is considered an asset
- Proven experience in communication of outcomes of research and innovation projects and activities, event organisation and content creation for diverse audiences (e.g., scholars, decision-makers, cultural heritage professionals, general public)
- Proven experience in drafting documents and reports for internal and external use
- Proven experience using website content management systems, social media platforms, graphic design tools and other relevant information and communication technologies
- Excellent command of office applications and digital communication tools, including word processing, presentation software, email systems, video conferencing, and collaborative platforms, ensuring professional documentation and effective interaction across teams and stakeholders.

EXPECTED SOFT SKILLS

- Strong interpersonal skills and ability to work in an international, multicultural environment
- Capacity to develop creative communication efforts aligned with the ERIC's mission, vision and scientific strategy

- Strong ability to communicate through clear, to-the-point, persuasive, and impactful messaging
- Problem-solving skills and ability to tackle challenges with resourcefulness, adapting approaches as needed in a dynamic work environment
- Self-motivation and capacity to work independently, manage priorities, meet deadlines, and proactively drive projects forward
- Teamwork-oriented aptitude, with proven ability to work constructively with colleagues and partners, fostering a positive and collaborative work environment

EMPLOYMENT CONDITIONS

- Employment under the Italian National Collective Labour Agreement for Education and Research (CCNL “Istruzione e Ricerca”), Level III
- The contract includes full social security coverage, paid annual leave, severance pay accrual, and seniority benefits, in accordance with Italian labour regulations
- The office is located at the E-RIHS Central Hub, Manifattura Tabacchi, via delle Cascine 35, 50144 Firenze, Italy
- A minimum on-site presence of 15 working days per month is required at the E-RIHS Central Hub; remaining working days may be remote, subject to approval by the Director General and in line with institutional needs
- The role may occasionally require undertaking national and international travel and working outside regular hours – due to participation in meetings, conferences, travel, or other institutional commitments and operational needs.

APPLICATION PROCEDURES

Applications must be submitted in English and include the following documents:

- Motivation letter
- Curriculum Vitae
- Signed “Declaration of Eligibility and Compliance” (template at the end of this vacancy notice) certifying:
 - compliance with the requirements listed in the vacancy notice;
 - absence of incompatibility situations;
 - absence of criminal convictions or preventive measures;
 - truthfulness of the information provided and commitment to notify any changes
 - authorization for the processing of personal data in accordance with Regulation (EU) 2016/679 (GDPR)

Applications must be sent by email to: co@e-rihs.eu

Deadline: 15 September 2025

Incomplete or late applications will not be considered.

SELECTION PROCESS

All applications will be evaluated by a Selection Committee.

The process includes:

- Evaluation of CV and qualifications
- Interview to assess competencies, experience, and soft skills relevant to the role

Shortlisted candidates will be notified at least 10 days in advance of the interview (*conducted in English and remotely*).

The selection procedure is carried out in full respect for the principles of merit, transparency, and equal treatment.

Candidates will be individually informed of the outcome at the end of the process.

Further details are available in the [E-RIHS ERIC Recruitment Procedures](#).

EQUAL OPPORTUNITIES POLICY

E-RIHS ERIC is an equal opportunities employer. It is committed to employment policies, procedures and practices that do not discriminate on the basis of gender, age, health, disability, ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union or political activity, or any other comparable circumstance.

In case of any questions, please contact Dr Elisabetta Andreassi, co@e-rihs.eu

DECLARATION OF ELIGIBILITY AND COMPLIANCE

TEMPLATE

I, the undersigned,

Name and Surname:

Date and Place of Birth:

Nationality:

Email Address:

hereby declare:

1. That I meet all the eligibility requirements and possess the qualifications and experience listed in the vacancy notice.
2. That, to the best of my knowledge, I am not in any situation of incompatibility, including:
 - personal, financial, or professional conflicts of interest related to this position;
 - legal or administrative restrictions that may affect my eligibility to be employed by E-RIHS ERIC.
3. That I have not been convicted of any criminal offence and I am not subject to any ongoing criminal proceedings or preventive measures.
4. That all information provided in my CV and application is true and accurate, and I commit to informing E-RIHS ERIC of any relevant changes.
5. That I authorize the processing of my personal data in accordance with EU Regulation 2016/679 (GDPR), for the purposes of this recruitment process.

Date:

Place:

Signature: _____