

Florence, 22 February 2026

VACANCY NOTICE

Community and Institutional Affairs – Senior Officer

Position Title: Community and Institutional Affairs

Grade: Senior Officer

Location: E-RIHS Central Hub, Florence

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

Duration: 1 year, with possibility of a permanent contract, following 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: €59.100, paid over 13 monthly instalments

Expected Starting Date: 1 May 2026 (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: 31 March 2026

JOB DESCRIPTION

Position Overview

The Senior Officer for Community and Institutional Affairs will lead the structured engagement of E-RIHS's scientific and institutional community, integrating three core dimensions: the HS Academy training programme, the operational support of E-RIHS statutory bodies, and the development of community engagement and enlargement. In the area of training, the officer ensures the HS Academy delivers a coherent, evidence-based programme that builds the competencies of both E-RIHS users and access providers/managers, in line with the E-RIHS Training Strategy. In the area of governance, the officer provides operational and documentary support to the General Assembly and other statutory bodies, ensuring procedural compliance and institutional continuity. In the area of community and enlargement, the officer works to deepen relationships with established E-RIHS communities while actively reaching emerging scientific communities and supporting the admission of new Member and Observer countries,

E-RIHS ERIC | Central Hub

Manifattura Tabacchi
Via delle Cascine 35, 50144 Florence, Italy

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Certified Email: e-rihs@mypec.eu

including countries outside the European Union. The role sits at the intersection of scientific community building and institutional governance.

Main Responsibilities

- Plan, continuously develop and implement the HS Academy training activities, in collaboration with National Nodes, addressing identified skill gaps and evolving heritage science community needs; ensure broad geographic and interdisciplinary coverage and monitor impact through defined KPIs and community surveys.
- Sustain and expand the engagement of E-RIHS's scientific and professional communities – including early-career researchers and alumni networks – while identifying and reaching emerging ones and developing partnerships with relevant institution and organisations (e.g., higher education institutions and professional associations) to expand E-RIHS's reach.
- Support the effective functioning of the General Assembly and, as required, other statutory bodies (e.g. Committee of National Nodes, Scientific and Ethics Advisory Board), ensuring meeting preparation, documentation, minutes and follow-up of decisions, in compliance with the E-RIHS Statutes and internal procedures.
- Manage institutional relationships with current and prospective Members and Observers, contributing to the strengthening and enlargement of E-RIHS within and beyond the European Union, including support to national roadmap inclusion processes where relevant.
- Monitor governance developments within the European research infrastructure landscape (ESFRI, European Commission) to ensure E-RIHS institutional practices remain aligned and well-informed.

CANDIDATE PROFILE

Requirements

- Master's degree
- At least 5 years of relevant professional experience in the cultural heritage sector, in any relevant domain (e.g., humanities, architecture, natural and applied sciences, engineering or digital fields)
- Proven experience in one or more of the following areas: research infrastructures, capacity-building and training activities, community engagement or institutional governance support
- Excellent working knowledge of English

Qualifications and Technical Skills

- Proven experience in organising and/or contributing to training or capacity-building programmes, including the ability to identify skill gaps and develop a coherent training offer
- Ability to develop and monitor work plans including through KPIs, surveys, and other impact assessment tools
- Experience in developing and implementing community engagement initiatives across interdisciplinary research and professional environments
- Proven experience in supporting governance or board-level processes within institutional, intergovernmental, or research infrastructure settings
- Knowledge of the European research infrastructure frameworks (e.g. ESFRI, ERIC framework, European Commission processes) and familiarity with enlargement or membership procedures
- Proficiency in digital tools relevant to the role, including webinar and video platforms (e.g., Zoom, Teams, YouTube), project management and planning tools, emails and data

management tools for monitoring and reporting purposes (e.g. spreadsheets, survey platforms).

Expected Soft Skills

- Strong interpersonal and diplomatic skills, with ability to build and maintain productive relationships in an international and multicultural environment
- Proactive and self-motivated attitude, with the capacity to work independently, manage competing priorities, and deliver high-quality results within defined timelines
- Organisational and coordination skills, with attention to procedural detail and institutional accuracy
- Collaborative aptitude, with ability to work constructively across internal teams, National Nodes, governance bodies, and external partners
- Adaptability and flexibility in dynamic institutional environments, with a solution-oriented approach to challenges

EMPLOYMENT CONDITIONS

- Employment under the Italian National Collective Labour Agreement for Education and Research (CCNL “Istruzione e Ricerca”), Level II
- 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
- Occasional national and international travel and flexible working hours may be required

APPLICATION PROCEDURES

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

- Motivation letter
- Curriculum Vitae
- Signed declaration 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) (can be included in the signed declaration)

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

Deadline: 31 March 2026

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
- 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 section 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,

Applying for the position of **Community and Institutional Affairs**

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.
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: _____