



**Assistant Communication Manager
at the National Centre for Meteorological Research (CNRM)
Météo-France, Toulouse, France**

Context

Météo-France is currently seeking an Assistant Communication Manager to provide support for the communication and management activities of the EU-funded Horizon 2020 research project "ESM2025—Earth system models for the future" (<https://www.esm2025.eu>). The project aims to develop the next generation of European Earth System Models including a more comprehensive representation of the Earth's response to anthropogenic emissions and human land-use change. The position is initially for a fixed-term contract of 12 months with a potential extension (possibility of 70% part-time contract). It will be based at the CNRM (National Centre for Meteorological Research) in Toulouse, which is a joint research unit of Météo-France and CNRS.

About the project

ESM2025 (01/06/2021 – 31/05/2025) is a multidisciplinary project that aims to develop the next generation of European Earth System Models. These models will incorporate enhanced representations of climate response to anthropogenic emissions and land use. The project's outcomes will contribute to the advancement of integrated assessment models and the self-consistency of their coupling with climate components, to provide Paris-Agreement compatible pathways. This will facilitate better-informed mitigation strategies and enable a comprehensive assessment of potential climate impacts. The project involves a consortium of 21 European partners and 1 Australian partner. More information on <https://www.esm2025.eu/about-the-project/>.

Work environment

The Assistant Communication Manager will be based at CNRM, in Toulouse (<http://www.umn-cnrm.fr/?lang=en>). Remote work option of up to 3 days per week will be available starting from the 4th month.

They will work directly with the ESM2025 Project Coordinator, Project Manager, and Communication Manager at CNRM.

Salary

The salary will be in accordance with Météo-France salary rates. Depending on the candidate's experience, the gross monthly salary for a 100% contract will range from shall amount from 2641€ et 3394€ depending on experience.

Tasks

The Assistant Communication Manager will primarily focus on two key tasks: (1) ensuring the continuity of ongoing communication and stakeholder engagement activities managed by the ESM2025 Communication Manager, and (2) providing support to the Project Manager's work.

Responsibilities of the recruited Assistant Communication Manager include assisting the ESM2025 Project and Communication Managers, the Project Coordinator, and eventually relevant project partners in:

- Managing the project's website and social media platforms (Twitter/LinkedIn), including content creation (WordPress/Elementor, Twitter and LinkedIn).
- Communication and stakeholder engagement activities, such as science-to-policy initiatives and educational events.
- Organisation of project meetings and events.
- Administrative and financial execution and reporting (The job may later evolve into more coordination and management tasks.).
- Internal communication and management.

Job description

We are seeking a candidate with a scientific background, preferably in climate science or a related discipline, who possesses proven expertise in communication and project management activities. Alternatively, we welcome fast learners who possess a strong interest in developing these skills.

Requirements:

- A scientific background, preferably in climate science or a related field.
- Understanding of the scientific research environment and/or EU research projects.
- Good knowledge of the scientific and societal challenges related to climate change;
- Proven experience in international environment collaboration
- Experience in project management or scientific communication activities is advantageous.
- Excellent written and verbal communication skills in English, being able of effectively convey complex scientific concepts to diverse audiences.
- Fluency in French as a working language is essential. Proficiency in a third European language is a plus.
- Website and social media management skills (WordPress/Elementor, Twitter and LinkedIn)
- Proficiently use essential IT tools, including the Microsoft Office suite and collaborative software like Google Drive, Slack, and Trello.
- Familiarity with Adobe InDesign/Illustrator and social media management platforms is advantageous.
- Exhibit strong interpersonal and communication skills
- Proficient in navigating and thriving in diverse cultural settings and multicultural environments.

Application and timeline

Interested candidates should submit their application by email to the Research Partnerships & Projects (PPR) team (ppr@meteo.fr) and the Project Coordinator (roland.seferian@meteo.fr) no later than 18 August 2023. The position will stay open until filled.

The application must include a cover letter in English, and a CV in English, and the subject of the email must include the statement "ESM2025 / ACM Candidacy".

After examination of the candidacies, short-listed candidates will be interviewed the first week of September or earlier (remote interview possible) making it possible to start in late October/early November 2023. The position is to be filled as soon as possible, but a 2-month delay is required in the contract procedure once the successful candidate is selected (plus an additional month for non-EU application).