



**Position: Northern Periphery Programme – Programme Manager for Information and Communication**

**Location: NPP Joint Programme Secretariat, Copenhagen, Denmark**

### **Background**

The Northern Periphery Programme is a European Union transnational programme aimed at encouraging and supporting transnational co-operation between regions in Northern Europe. It provides the opportunity for organisations from the programme area to work together on joint projects concerning common issues and challenges. The day-to-day management of the programme is carried out by a Joint Programme Secretariat based in Copenhagen, Denmark.

The Northern Periphery Programme 2007-2013 covers a vast programme area and involves regions within the European Union Member States of Scotland, Northern Ireland, Sweden, Finland and Ireland and the Non Member States of Norway, Iceland, Greenland and the Faroe Islands.

The programme is currently in a transitional period between the INTERREG IIIB Northern Periphery Programme 2000-2006 and the new Northern Periphery Programme 2007-2013. Projects in the INTERREG IIIB programme will run until the end of 2007, while activities in the Northern Periphery Programme will increase during the course of 2007.

### **Job description**

The current Programme Manager for Information and Communication has decided to take on a new challenge. A new Programme Manager for Information and Communication is therefore required, mainly to work for the new Northern Periphery Programme 2007-2013, but also to ensure that information requirements in the Interreg IIIB Northern Periphery Programme are met. The Information and Communication Manager will devote approximately 60% of their working time to the tasks associated with the Manager position and 40% of their working time to the desk officer role for a limited number of main projects. Further information regarding the specific tasks can be found below.

### **Conditions**

The salary level will be discussed with the applicants and the level of experience will be taken into account when setting the salary. The salary range for this position will be between 30 000 DKK – 35 000 DKK per month (approx. €4000-€4600), depending on experience. No additional contribution will be made by the employer to a pension scheme.

The contracting period will be from the 1<sup>st</sup> of December 2007—31<sup>st</sup> of December 2011, with an initial probationary period of 6 months.

The position will be based at the Northern Periphery Programme Secretariat in Christianshavn, Copenhagen, Denmark.

### **Person Specification**

Essential:

Proven skills in communication and information or marketing related tasks  
Experience of European projects or programmes / ERDF funding  
Excellent communication skills both in written and spoken English  
Good administration skills  
Knowledge of the programme area  
University degree in marketing, information and communication, journalism, business or economics, public relations or other relevant fields.

Desirable:

Knowledge and experience from the programme area  
Experience of working with information and communication  
Experience in making websites, layout production of information material and other productions that serve an information purpose.  
Experience of working closely with PR agencies  
Fluency in another language from the programme area  
Experience of INTERREG projects/programmes  
Project management skills  
IT proficiency

### **How to apply**

If you would like to apply for this position, please send a copy of your CV and a Covering Letter outlining your reasons for applying to Mr Niclas Forsling at the Northern Periphery Programme Secretariat by no later than 9th of November 2007.

Electronic applications should be sent to: [northernperiphery@npp2.net](mailto:northernperiphery@npp2.net).

Alternatively, they can be posted to:

Northern Periphery Programme  
Attn: Niclas Forsling  
Strandgade 91 4.sal  
1401 Copenhagen K  
Denmark

Further information on the programme can be found at: [www.northernperiphery.eu](http://www.northernperiphery.eu)

Please do not hesitate to contact the Joint Programme Secretariat if you have any questions regarding this position.

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**Main Tasks:**

The main responsibility is to ensure that the Northern Periphery Programme's information and communication activities are of a high quality and that communication material is in accordance with Programme guidelines.

Specific Information and Communication Manager tasks include:

- Responsibility for drafting the Communication Plan for the Northern Periphery Programme 2007-2013 and implementation of activities linked to the plan, such as:
  - Designing the external communication strategy for the Northern Periphery Programme
  - Developing the NPP 2007-2013 website and promotional material
  - Developing and maintaining a programme manual for the Northern Periphery Programme
  - Arranging joint training sessions to assist projects with information and communication
  - Arranging promotional events, seminars and conferences for various stakeholders
  - Publishing the Northern Periphery Programme 2007-2013 newsletter
- Updating programme documents in accordance with regulations and decisions of the Programme Monitoring Committee.
- Contributing to the production of reports and material for the Programme Management Group (PMG) and Programme Monitoring Committee (PMC) meetings.
- Participating in PMG and PMC meetings, if required.

General Desk officer tasks:

- Advising potential applicants and project managers on various aspects of the Northern Periphery Programme.
- Responsibility for project management and monitoring of a limited number of preparatory and main projects.
- Assessing project applications and drafting decision proposals.
- Ensuring correct records and accurate files are kept for all projects.
- Carrying out final project assessments on main projects and preparatory projects.
- Carrying out on site project visits.

In addition to these duties, the postholder may be required to undertake other tasks, as necessary to meet the needs and responsibilities of the Secretariat.