

Einstein Telescope Communications and Outreach Officer

Astronomical Observatory, Faculty of Physics of University of Warsaw is recruiting a Communications and Outreach Officer for one year, with the possibility for extension till 31.08.2026, part time position (0.6 FTE) to support Einstein Telescope (ET) communications and promotion activities in the framework of the EU project 'Einstein Telescope Preparatory Phase' (ET-PP)

The Einstein Telescope is the European next-generation gravitational-wave detector. The large underground facility, currently under development by the international ET Consortium and its partners, will be much more sensitive than existing gravitational-wave detectors. It will offer fantastic opportunities for science and technology. With ET, scientists will be able to peek into the 'dark ages' of the universe for the first time. ET is listed on the European Strategy Forum on Research Infrastructures (ESFRI) Roadmap.

The ET-PP is looking for a self-motivated and creative Communications and Outreach Officer to join our team. In this role, the successful candidate will support the ET Outreach and Communications international team and coordinate the implementation of the outreach and communications strategy developed by the ET leadership.

The responsibilities of the Communications and Outreach Officer will be:

- Assistance with design and realization of a new Einstein Telescope website, coordinating and liaising with specialists of an externally-contracted design team;
- Implementation of regular updates of website content;
- Developing texts, supporting the realization of illustrations and visualizations targeted at to specified audiences;
- Development, coordination and implementation of strategies for (social) media engagement;
- Development, coordination and implementation of strategies for engaging different target groups and demographics within the scientific community and the general public;
- Creating and coordinating social media activities together with the ET Outreach and Communications team;
- Developing content for newsletters, press releases, and other distribution channels;
- Delivery of monthly, quarterly, and annual media activity reports;
- Support of the development of strategies of internal communication.

General requirements and skills

We are looking for a self-motivated and creative person with a (science) communications and outreach background, with strong writing, editing, layout and design skills and with experience in translating complex scientific concepts into simple and engaging messages. A wide degree of creativity and latitude is highly appreciated.

Furthermore we are looking for candidates who meet the following requirements:

Must have (essential criteria):

- Bachelor's degree;
- At least one year experience in science communications and outreach;
- Experience in developing and delivering social media engagement strategies;
- Experience in engaging audiences such as the general public, students, other scientists, media and other external bodies;
- Excellent communication skills, written, verbal, presentations;
- Ability to propose and deliver specific activities;
- Creative thinking and problem solving abilities;
- Ability to work independently and to assess when to engage the help of others;
- Excellent advisory skills and confidence giving advice and information to senior colleagues;
- Team working skills;
- Excellent command of the English language.

Nice to have (desirable criteria):

- Leadership experience in science communications;
- University degree or equivalent qualifications;
- Experience as web editor or social media manager;
- Advanced knowledge of Adobe Creative Suite;
- Experience with developing visualizations;
- Available to travel abroad, principally within Europe.

What we offer

A challenging position and the opportunity to participate in the global effort to promote the Einstein Telescope project. You will be part of a team of highly motivated professionals, working in a highly international context. Significant opportunities will be provided to further build expertise around international science communications and outreach towards a multitude of stakeholders.

A contract for a period of one year, after which a decision will be made on a continuation for another two and half years. Travel funds related to the Einstein Telescope communications and outreach team activities will be provided by the employer.

Conditions

1. Part-time position: 0.6 FTE.
2. Salary 89100 PLN (approx. 19800 EUR) / year (gross).
3. Possible employment from 01.05.2023. Contract for 12 months with the possibility for extension till the end of the project's duration (31.08.2026).

4. Position is based at the Astronomical Observatory of University of Warsaw at Warsaw, Faculty of Physics, Poland. There is a possibility of remote.
5. Our working language is English.

Information and how to apply

Candidates should send to et_job@astrouw.edu.pl documents listed below.

- a cover letter that addresses all the essential and desirable criteria;
- a short CV;
- if possible two recommendation letters;
- if possible: contact details of previous employers;

- copies of diplomas;

- Information on personal data processing, the form is attached to this announcement (also available on the website https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/Klauzula-informacyjna-przy-rekrutacji-do-pracy_11_2019_EN.docx). The file should contain a scanned signature.

We would like to receive your application till 18:00 CET on 26th March 2023. For this vacancy internal and external recruitment takes place simultaneously. We intend to schedule interviews (online) with selected candidates in the following week.

For further specific information about the ET-PP project and the position, please contact Dorota Rosinska, prof. of UW (drosinska@astrouw.edu.pl)

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given and family name

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (name the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process²,

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

² Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to the personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter as the GDPR);

whereas other data³ shall be processed based on your consent which may take the following wording:

I agree to the processing of personal data provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data⁴ which may take the following wording:

I agree to the processing of special categories of personal data, as mentioned in Art. 9 section 1 of the GDPR, provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent⁵ which may take the following wording:

I consent to processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next nine months.

You may revoke all such consents at any time by, for example, sending an email at: et_job@astrouw.edu.pl .

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like

³ Art. 6 section 1 letter a of the GDPR;

⁴ Art. 9 section 2 letter a GDPR;

⁵ Art. 6 section 1 letter a GDPR;

⁶ Art. 7 section 3 GDPR;

.....
(name all recipients of data)

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁷ Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.⁸ This shall guarantee an adequate level of data security.

Rights of the data subject

Under the GDPR data subjects have the following rights:

- *to access data and to receive copies of the actual data;*
- *to correct (rectify) your personal data;*
- *to restrict processing of personal data;*
- *to erase personal data, subject to provisions of Art. 17 section 3 of the GDPR;*
- *to file a claim with the [President of the Personal Data Protection Office, if you](#) believe data processing violates law.*

Information on the requirement to provide data

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

.....
place and date

.....
applicant's signature

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>

⁸ <https://www.privacyshield.gov>