



Webmaster / Website Project Officer

Brussels | Full-time | Contract Agent | Available as of 1 June 2022

Come and RENEW EUROPE with us!

We are Renew Europe and we take pride in being the pro-European political group in the European Parliament, fighting for your freedoms and civil rights while securing economic growth and jobs. We are the third largest political group within the Parliament and currently have 102 Members of European Parliament (MEPs) from 23 EU Member States in our ranks. Our team at Renew Europe Group's secretariat reflects this diversity and consists of some 140 members of staff. Our goals are simple: to support and promote the work of our Members; to strengthen and increase our group's reach as we look towards the 2024 European elections.

We are looking for a dynamic and highly motivated individual - who shares our group's values and vision - to join our talented and multilingual team. While previous work experience from the European institutions or Europe's national administrations is always advantageous, we equally value other international experience and a can-do attitude. We offer competitive salaries and excellent benefits, and can guarantee an exciting work environment!

THE ROLE: As Webmaster / Website Project Officer, you will be responsible for handling our website, creating and maintaining its structure, contents and be the contact person for our external provider. Other aspects of your role will include, among other tasks, the handling of our new CRM system, our Network Information Centre and our BOX Cloud system.

WHAT YOU WILL BE DOING

- Managing our website on a daily basis (using Craft CMS) as well as emails and alias; developing, creating and maintaining the website's structure & contents.
- Evaluating and managing our website's performance.
- Facilitating hosting and server management.
- Be the contact person of our external service provider.
- Collaborating with colleagues in charge of updating website contents.
- Handling the technical aspects of our new CRM system.
- As a DNS manager, you will handle our NIC (Network Information Centre).
- Managing our Box Cloud System (keeping the list of collaborators updated in their different roles within each folder, monitoring its secure use by colleagues and solving technical issues).
- Managing our various SaaS applications.
- Editing videos on our website, YouTube, social media, etc., as needed.
- Travelling to Strasbourg as well as to other European locations.



WHAT YOU WILL NEED TO BE SUCCESSFUL

- A diploma or other relevant professional qualifications.
- At least five years of full-time work experience as Webmaster / Website Project Officer.
- Master the use of CRAFT CMS.
- Expertise in managing technical aspects of a CRM system.
- Experience as a DNS Manager.
- Ability to manage SaaS and Cloud System projects, especially the BOX Cloud System, ADOBE Creative Cloud, Blink, as well as various website hosting, analysis and tracking tools.
- Knowledge of IT security and an understanding of GDPR and other related regulations.
- A positive attitude, detail oriented, ability to multitask and organise work.
- Drive, resilience and willingness to try new ideas.
- Excellent communication, teamwork and problem-solving skills.
- Fluency in English and a good knowledge of French; knowledge of other EU languages is an advantage.
- Flexibility, adaptability to varying workloads, a willingness to work irregular hours as well as an ability to work well in a team in an international environment.
- Under article 12, (2) of the Conditions of Employment of Other Servants (CEOS) of the European Communities you must also: be a national of a Member State of the European Union and entitled to your full rights as citizen; have fulfilled any obligations imposed by the laws concerning military service; produce the appropriate references/certificates for performance of the duties.

If this role describes you and you are keen to come Renew Europe with us, then please apply for this position by sending us your CV and letter of motivation (in English or French) as a single PDF attachment (feel free to also include examples of your previous work). Please include the name and contact details (including organisation & role) of at least of one professional referee to your letter.

Please send your application to us at reneweurope.jobs@europarl.europa.eu and title your email as "*Application for Webmaster / Website Project Officer*".

The deadline for applications for this post closes on 6 April 2022 at midnight.

Equal opportunities: The Renew Europe Group maintains an equal opportunities policy.

Data protection: Any personal data generated in connection with this recruitment procedure shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by Union institutions and bodies, offices and agencies, and on the free movement of such data. Any personal data shall be processed only for the purpose and in the framework of the present recruitment procedure.