

### **Statement of work**

The journalist shall in particular:

- Be compliant with the service approval procedure
- Interact for ideas with the experts involved in the project(s) he is assigned to
- Produce information material, newsletters and articles and scripts for video
- Input and maintain updated the relevant WEB pages in the Science Programme Web site
- Provide inputs to the Communication plan
- Reply to the "call for ideas" of the service's Information Manager
- Provide suggestions and texts on how to improve :
  - The public awareness of the European contribution to Space Science
  - The public awareness of ESA Science
- Translate, if so required and on an ad-hoc basis texts produced by the service from English into his/her own native language

The journalist shall in general:

- Work in close collaboration with the project scientist and with the project manager for mission specific activities, in particular to ensure the scientific integrity of the material produced
- Interact with the Head of the Science Programme Communication Service at ESTEC (NL) for communication issues and to participate in the Service's regular editorial meetings
- Contribute to the Directorate Communication Strategy definition activities if so requested

ESA will make available to the contractor in connection with the work, the following:

- A technical unit editing the texts on the SPCS web pages
- A production unit at the Science Programme Communication Service at ESTEC (NL) to produce videos, posters and other PR material when required
- Support from the Science Programme Communication Service in terms of other PR/communication expertise needed to implement useful ideas and suggestions where required

The journalist shall be based at his/her own premises.

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Qualifications

Candidate journalists should be educated to university equivalent level, preferably in subjects of Communication and Information or in Science. In any case, a profound knowledge of Space Science and Technology is required. The candidates shall have a documented experience in scientific journalism and scientific communication activities. An experience of popular scientific journalism and PR activities is mandatory. Sample articles and publications must be enclosed with the CV to show the capability of the candidate to popularise scientific matters. Experience with video script production will be seen as an asset.

The candidates should be able to show initiative together with a proactive attitude with respect to producing ideas and material related to the requested duties.

An excellent knowledge of English is required.

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