



## CALL FOR THE OFFICER OF THE EUROPEAN POLAR COORDINATION OFFICE

**Location:** Umeå, Sweden

**Salary:** € 4000 (SEK 45865) to 5000 (SEK 57332) /month (gross), depending on experience, with annual appraisals based on performance and potential changes in responsibilities.

**Employment:** Full-time, two-year contract with an initial four month probation period.

Subsequent employment will be contingent upon performance and funding availability.

Candidates must be eligible for employment in Sweden throughout the course of the position; the European Polar Board is unable to provide or sponsor a work visa or permit for Sweden for this position.

The **European Polar Board (EPB)** is a leading independent organization dedicated to advancing strategic priorities in Arctic and Antarctic research. EPB brings together European research institutes, logistics operators, funding agencies, and governmental ministries to promote collaboration in polar science and inform policymakers. In January 2025, EPB will host the **European Polar Coordination Office (EPCO)**, acting as a central contact point for the European polar research community, policymakers and decision-makers, including the European Commission. EPB supervises and defines the EPCO strategy. More details about EPB and EPCO can be found at [www.europeanpolarboard.org](http://www.europeanpolarboard.org).

### ABOUT THE ROLE

As the **EPCO Officer**, you will be part of the EPB Secretariat in Umeå, Sweden, working under supervision of the EPB Executive Secretary. Your role will focus on strengthening European polar research through coordination, stakeholder engagement, and community outreach.

Key Responsibilities:

#### 1. EU Polar Cluster Coordination

The EPCO Officer will play a key role in coordinating the EU Polar Cluster, a network of Horizon-funded projects and permanent organizations advancing polar research. Key responsibilities include:

- Manage memberships and foster collaboration within the EU Polar Cluster.
- Oversee working groups, organize events, and contribute to strategic planning.
- Contribute to strategic planning and develop a roadmap for cluster activities.

#### 2. Catalyst Platform Management and Development

The EPCO Officer will manage the EU-PolarNet 2 Catalyst Platform, designed to enhance collaboration within the polar science community. Key responsibilities include:

- Oversee the Catalyst Platform, ensuring it remains updated and engaging for the polar science community.
- Promote the platform to EU Polar Cluster members and external stakeholders to increase visibility and participation.

### **3. Enhancing Polar Awareness, Stakeholder Engagement, and Research Coordination**

The EPCO Officer will have the opportunity to contribute to initiatives aiming to enhance the visibility and impact of European polar science. Working closely with the EPB Executive Secretary, the EPCO officer will help amplify the importance of polar research to policymakers, funders, and key stakeholders. The EPCO officer will organize impactful meetings, webinars, and events, responding to emerging polar science challenges, opportunities, and research coordination.

### **4. EPB activities**

As a member of the EPB Secretariat, the EPCO Officer will actively contribute to a range of EPB activities. The officer will work closely with EPB Members, and contribute in tasks that support the efficient operation of the Secretariat. They will participate in EPB Plenary meetings and collaborate on various initiatives, ensuring the smooth functioning of the organization and contributing to the success of EPB's mission.

### **CANDIDATE PROFILE:**

#### **Essential Qualifications:**

- Education: Advanced university degree (Master's or equivalent) in the field of Polar Research or related fields
- Demonstrable experience of drafting national or international policy documents, or reports;
- Demonstrable experience of organising meetings and workshops and drafting formal meeting documents and reports
- Experience with both formal and informal communication, including social media
- Strong written and spoken English (C1 level)
- Ability to work independently and as part of a small, dynamic team.
- Ability to travel internationally for official meetings, conferences and other events

#### **Desirable Qualifications:**

- PhD in any area of polar science, polar law, polar or international policy
- Experience in fundraising, including preparing proposals for EU calls
- Knowledge of European national, regional and international polar (Arctic and Antarctic), research and policy institutions, organisations, and projects
- Experience managing online platforms and digital tools (e.g., websites, LinkedIn, X, Eventbrite, Zoom).

#### **Employment conditions:**

This position is based in Umeå, Sweden, and the incumbent will be required to register in Sweden for taking up the EPCO Officer position.

EPB is an equal opportunity employer, committed to equality, diversity and inclusion, and to promoting equality in careers in science. We welcome applications from all sections of society, particularly those currently underrepresented in the polar research community.

**Working hours:** For full-time positions, the standard working hours are 7 hours and 57 minutes

per day. Employees have a 30-minute lunch break within five hours of starting work; this break is not included in the working hours. We are open to discussing flexible working arrangements including working from home, and it may be possible for the selected candidate to initially work remotely from anywhere within Sweden.

Further we offer:

**Wellness hour and reimbursement:** EPB employees are given the opportunity to do one hour of fitness training or physical exercise per week during paid working hours. Additionally, EPB offers a fitness reimbursement to all employees, with the possibility to receive compensation for costs of a gym card, massage etc. up to an amount of maximum 2000kr per year.

**Paid leave:** Employees at the university are entitled to 28 vacation days per year. From the age of 30 the number of days increases to 31 and from the age of 40 the number of days is increased to 35.

**Pension:** Pension provisions are governed by Swedish law and applicable collective agreements. For more detailed information, please visit: [About your pensions - SPV](#).

**Family Benefits:** Employees on parental leave or at home looking after a sick child, will be compensated by the Social Insurance Agency by means of what is known as parental benefit or temporary parental benefit for most of the lost income.

**Social Insurance:** Sweden's social insurance system, managed by Försäkringskassan, offers financial support to residents and employees during different life stages. Key benefits include sick leave compensation, parental allowance, disability support, and pensions (handled by the Swedish Pensions Agency). Eligibility is based on residency or employment in Sweden, with specific rules for each benefit. While those living and working exclusively in Sweden are fully insured, individuals with international work history may have partial coverage. The system aims to provide financial stability for individuals and families. You can find more information here: <https://www.forsakringskassan.se/english/moving-to-working-studying-or-newly-arrived-in-sweden/social-insurance-system>

**Relocation Package:** Reimbursement for relocation and transport costs (with prior agreement) to the selected candidate for the position.

## HOW TO APPLY

To apply, please send by email a single pdf file that includes:

- 1) Letter of motivation including your interest in the position, and detailing how your experience meets the requirements of this position set out above - 1 page maximum
- 2) CV (using a standard format like Europass) - 3 pages maximum
- 3) Contact details of three references
- 4) Applicants are encouraged to attach, as annexes, examples of documents from the past two years that showcase their communication skills, such as policy briefs, reports, media articles, or white papers they have authored or led. Please note that research papers should not be submitted as Annexes.

Please send your single PDF file to [secretariat@europeanpolarboard.org](mailto:secretariat@europeanpolarboard.org) by **23:59 CET on January 31<sup>st</sup> 2025**, with “EPCO Officer Vacancy” as the email subject line. We aim to

acknowledge the receipt of each application sent during working days (Monday- Friday, 9:00-17:00 CET) within 24 hours. If you do not receive an acknowledgement, please resend your application to us. Shortlisted candidates will be contacted shortly after January 31st, with online interviews scheduled for the second week of February.

**CONTACT**

For any queries regarding the position, please contact EPB Executive Secretary, Maria Grigoratou, at [mgrigoratou@europeanpolarboard.org](mailto:mgrigoratou@europeanpolarboard.org).