

Vacancies.

Updated August 2024





Communications.

Head of Communications.

Communications Officer.

Events Officer.

EUROPINION

Head of Communications.

The Europinion Institute of Research (EIR) is seeking a dynamic and strategic Head of Communications to lead our communications team. You will be responsible for shaping and delivering EIR's communications strategy, ensuring our research reaches a broad audience and enhances our impact.

EIR

Your responsibilities will include:

- Developing and implementing a comprehensive communications strategy to promote EIR's research and activities.
- Overseeing the creation of content for our website, social media channels, press releases, and other communication materials.
- Managing media relations, including responding to media inquiries and proactively seeking opportunities for media coverage.
- Collaborating with the Head of Research and Journal Editor-in-Chief to ensure research findings are effectively communicated to the public and stakeholders.

- Experience in communications, public relations, or a related field.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics



Communications Officer.



Are you passionate about political research and effective communication? The Europinion Institute of Research (EIR) is looking for a Communications Officer to help promote our work and engage with our audience.

Your responsibilities will include:

- Creating and managing content for EIR's website, social media channels, and newsletters.
- Assisting in the development and implementation of communication strategies.
- Supporting media relations activities, including drafting press releases and handling media inquiries.
- Working with the Head of Communications to ensure consistent messaging across all platforms.

- Experience in communications, public relations, or a related field.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.



Events Officer.



Do you have a talent for organising events and a passion for politics? The Europinion Institute of Research (EIR) is seeking an Events Officer to plan and execute events that promote our research and engage our community.

Your responsibilities will include:

- Planning and organising conferences, seminars, workshops, and other events related to EIR's research.
- Coordinating with speakers, participants, and vendors to ensure smooth event execution.
- Promoting events through various communication channels to maximise attendance and engagement.
- Evaluating the success of events and making recommendations for future improvements.

- Experience in event planning and management.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.





Secretariat.

Executive Secretary.

Partnerships Officer.

Grants Officer.

Recruitment Officer.

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Executive Secretary.



The Europinion Institute of Research (EIR) is looking for a highly organised and proactive Executive Secretary to support the President and senior leadership team. If you have exceptional administrative skills and an interest in political research, this role is for you.

Your responsibilities will include:

- Providing administrative support to the President and senior leadership team, including scheduling meetings, managing correspondence, and organising travel arrangements.
- Assisting in the preparation of reports, presentations, and other documents.
- Coordinating internal communications and ensuring efficient information flow within the organisation.
- Supporting the smooth operation of EIR's office and maintaining administrative systems.

- Experience in an administrative or secretarial role.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics



Partnerships Officer.



The Europinion Institute of Research (EIR) is recruiting a Partnerships Officer to develop and manage strategic partnerships that support our mission and expand our reach. If you excel at building relationships and have a passion for political research, we want to hear from you.

Your responsibilities will include:

- Identifying and pursuing opportunities for partnerships with academic institutions, think tanks, NGOs, and other relevant organisations.
- Managing existing partnerships and ensuring mutual benefit.
- Collaborating with the Head of Communications to promote partnership activities.
- Supporting the development and implementation of partnership agreements and initiatives.

- Experience in partnership development, fundraising, or a related field.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.



Grants Officer.



The Europinion Institute of Research (EIR) is seeking a Grants Officer to identify and secure funding opportunities that support our research and activities. If you have experience in grant writing and a passion for politics, this role is for you.

Your responsibilities will include:

- Researching and identifying potential funding sources, including foundations, government agencies, research councils and other grantmaking organisations.
- Writing and submitting grant proposals, ensuring they align with EIR's mission and goals.
- Managing the grant application process, including tracking deadlines and ensuring compliance with funder requirements.
- Reporting on grant-funded projects and maintaining relationships with funders.

- Experience in grant writing and fundraising.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics



Recruitment Officer.



The Europinion Institute of Research (EIR) is looking for a Recruitment Officer to attract and hire talented individuals who are passionate about political research. If you have experience in recruitment and a keen interest in politics, consider joining our team.

Your responsibilities will include:

- Managing the recruitment process, from advertising role openings to onboarding new Associates.
- Developing and implementing recruitment strategies to attract a diverse pool of candidates.
- Conducting interviews and coordinating with department heads to identify staffing needs.
- Promoting EIR through various outreach activities and events.

- Experience in recruitment or human resources.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.





Research.

Head of Research.

Researchers.

Editors.

Journal Editor-in-Chief.



Researchers.



Do you want to work in the cutting edge of political research with the chance to delve deep into policies or events of your choosing? Are you looking to gain valuable experience to pursue a career in politics, research or journalism? If so, the opportunity to be a Researcher at the Europinion Institute of Research (EIR) is the role for you.

We're recruiting a committed team of Researchers who are serious about drilling down into the causes and effects of policies and political events to put EIR at the forefront of original, independent research.

Your responsibilities will include:

- Completing research projects assigned to you by the Head of Research, producing work of the highest standard and meeting deadlines.
- Collaborating effectively with fellow Researchers on larger joint research projects, such as opinion polling.
- You will also be expected to proactively propose research projects on topics of your choosing.

- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.



Head of Research.



The Europinion Institute of Research (EIR) is recruiting a Head of Research to lead our team of around twenty Researchers and our Editorial team, guiding the direction of original, independent research projects in collaboration with the President of the EIR.

Your responsibilities will include:

- Assigning research projects to Researchers for completion according to the strengths and preferences of individuals within your department.
- Support the President of the EIR to advise on the strategy and direction of research in the department.
- Working collaboratively with our team of Editors and the Journal Editor-in-Chief to ensure relevant research is accurately presented in our academic review journal and on our website.
- Guide the development and improvement of our team of Researchers in conjunction with the editorial team.

- Experience of political and/or policy research
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.



Editors.



The Europinion Institute of Research (EIR) is recruiting a team of Editors to support the Head of Research in ensuring the accuracy, relevance and cohesion of work produced by our team of Researchers.

Your responsibilities will include:

- Reviewing, editing and, if necessary, working with individual Researchers to suggest improvements on pieces of research.
- Working closely with the Journal Editor-in-Chief and the Head of Research to ensure relevant research is accurately presented in our academic review journal and on our website.
- Advise the Journal Editor-in-Chief on the design and content of our academic review journal.

- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.



Journal Editor-in-Chief.



Do you have strong attention to detail and an eye for precision? Are you interested in political journalism? Are you ambitious to gain valuable experience to pursue a career in politics? The Journal Editor-in-Chief at the Europinion Institute of Research (EIR) is the role for you.

As Journal Editor-in-Chief, you will be responsible for producing the EIR's quarterly academic review journal - showcasing our original, independent research.

Your responsibilities will include:

- Leading the editorial collation of research projects to produce an original, engaging and informative academic journal.
- Supporting our team of Editors in ensuring research presented in our academic review journal and/or on our website is accurate and relevant.
- Collaborate with our team of Researchers and the Head of Research to ensure each academic review journal sufficiently covers a diverse global scope of research.

Desirable:

- Previous experience writing or editing journal articles.
- Evidence of a keen interest in politics, research and/or journalism.
- Support EIR's mission to promote independent research and to engage young people in politics.

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