



Job Description

IPPOG Scientific Secretary & Head of Communication

10 May 2022

Organization Description

The International Particle Physics Outreach Group ([IPPOG](#)) is a global network of researchers, educators and communication specialists working together to develop and share best practices in science education and public engagement. Our school programmes, including [International Masterclasses](#) and [Global Cosmics](#), reach thousands of students, each year, instilling them with an appreciation for fundamental research and a deeper understanding of the scientific process, while our outreach activities foster public support for particle physics and related fields around the world.

The IPPOG Collaboration comprises 39 members (32 countries, 6 experiments and [CERN](#) as an international laboratory) and 2 associate members.

Job Description

The University of Notre Dame is currently seeking to fill the half-time position of IPPOG **Scientific Secretary and Communication Officer**. The selected candidate would be a member of the IPPOG Coordination Team, which includes the two co-chairs of IPPOG and would answer directly to them.

Functions

The primary responsibility of the officer is execution of the strategy put forth by the Chairs, namely:

- Meeting organisation, writing of minutes and reports, editing and publication of the annual report, and internal communications;
- Assisting in the execution of the collaboration's programmes and activities;
- Coordinating the development and implementation of a communication strategy in line with IPPOG values;
- Developing, procuring and maintaining content for the IPPOG website and resource database;
- Developing and executing social media strategy to effectively increase IPPOG visibility and public engagement;
- Supervision of a CERN Administrative Student to aid in the above activities.

These functions may occasionally require work outside normal working hours and working with people in different timezones.

Qualifications

Diploma in the physical sciences, science communication or relevant experience.

Experience and skills:

- Management skills;
- Science communication;
- Social Media development and strategy;
- Writing and editing;
- Website management and content development.

Behavioural competencies:

- Accountability: working conscientiously and reliably, maintaining confidentiality;
- Achieving Results: having a structured and organised approach towards work, being able to set priorities and plan tasks with results in mind;
- Communicating Effectively: providing others with timely information;
- Working in Teams: building and maintaining effective work relationships, constructive student supervision;
- Managing Self: working autonomously; taking on tasks without prompting.

Language skills:

Fluent in English, with strong writing and editing skills. Some competency in French desirable but not required.

Additional information

IPPOG is committed to promotion of diversity, inclusivity, and equal opportunities for all.

This vacancy will be filled as soon as possible, and applications should normally reach us no later than **30 June 2022**.

Employment conditions

The officer will be hired as an independent consultant through the University of Notre Dame, a member institute of IPPOG. The position is supported by the IPPOG Collaboration and will be located at CERN in Geneva, Switzerland. The duration of the contract is for 2 years, with the possibility of renewal. Salary and benefits are described in a separate document.