

Common Wadden Sea Secretariat
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Communications Officer

Full-time position, temporary (until end of 2025, with possible extension)

The Common Wadden Sea Secretariat (CWSS) is the Secretariat of the Trilateral Wadden Sea Cooperation (the Danish, Dutch, German cooperation at government level for the protection of the Wadden Sea, TWSC) and the coordinating hub for the Wadden Sea World Heritage. The Secretariat is located in Wilhelmshaven, Germany. The working language is English.

CWSS is seeking to recruit a

Communications Officer (m/f/d) for the project

Climate-resilient East Atlantic Flyway

For decades, CWSS has played an important role in facilitating the implementation of the trilateral monitoring scheme for breeding and migratory birds in the Wadden Sea. More recently, with the adoption of the Wadden Sea Flyway Vision and the launch of the Wadden Sea Flyway Initiative (2012), the CWSS became more active at the flyway level, collaborating with international partners in implementing monitoring and capacity building activities along the East Atlantic Flyway.

CWSS has recently been granted funding for a 10-month project by the International Climate Initiative working towards a 'Climate resilient East Atlantic Flyway'. The project will start 1 March 2025 and end on 31 December 2025. Working with 14 international partners in 12 countries, this project will focus on threats faced by migratory waterbirds along the African part of the East Atlantic Flyway. By developing baseline data and assessing gaps in management and policies, the project aim is to guide future activities to find solutions that incorporate the needs of biodiversity, ecosystem services and people into climate adaptation measures at sites that are of international importance for migratory birds along the African coastline.

We are looking for an experienced communications expert to implement the project's communication and education tasks. The position enable active participation in a broad range of partnerships and interactions with a large number of diverse stakeholder organisations and -networks across the East Atlantic Flyway, while engaging in the topic of climate change, one of the major challenges the world is facing today. Pending further funding decision, this position may be extended for several years.

CWSS offers a diverse and dynamic working environment, covering many work fields in a trilateral political-management setting, with dedicated international staff. The office is located at the seaside in the city of Wilhelmshaven, Germany. Most of the work can be done remotely, but it is foreseen that the candidate would come to the office at least every 3-4 months.

Key responsibilities

The Communication Officer's general objectives are to take the lead in all communications and education tasks related to the implementation of the Climate-resilient East Atlantic Flyway project, working closely with the Project Manager and the Wadden Sea Flyway Initiative Programme at CWSS. Within this general framework the following tasks are to be fulfilled, in close cooperation with international project partners:

- Proactively act as a communications focal point for project-wide communication activities with regard to content and time management.
- Liaise with project partners and stakeholders from 12 countries regarding the implementation of communication activities.
- Develop and disseminate high-quality information and awareness material for the project.
- Develop a common website for partners along the East Atlantic Flyway.
- Manage and improve the use of online and other innovative media.
- Support the development of education materials.
- Assist in the preparation of progress reports, presentations, and updates for funders and stakeholders.
- Organise communication for e.g. events, meetings, scientific symposia, workshops.
- Take responsibility for the assigned budgets within the work area.
- Carry out other tasks as assigned.

Qualifications required

- At least a Bachelor's degree in communications, public relations, or a related field. A degree in another field with relevant work experience may be accepted if other requirements are met.
- Minimum 3 years of experience in project communication or public relations, preferably in international context.
- Strong writing, verbal, and digital communication skills.
- Previous experiences in stakeholder engagement and media relations.
- Proficiency in content management systems (Drupal), social media, Adobe InDesign, and Canva.
- Creativity, organisational skills, and attention to detail.
- Proficiency in spoken and written English; an advanced knowledge of French is required.
- The applicant should be able to work independently as well as in a team, be reliable and have good time management skills.
- Interpersonal skills will include the ability to cooperate with a broad range of partners, across cultures or economic sectors.
- Candidates must be prepared to travel.

Terms of appointment

Based on the German Collective agreement for Civil Service Employees (Tarifvertrag für den öffentlichen Dienst, TVöD), depending on qualification and experience up to level 12. The position will be offered until the end of 2025, full-time. An extension of the contract for 4 years may be offered depending on the availability of funds and the performance of the applicant.

For further information you may contact Kristine Meise via email meise@waddensea-secretariat.org.

Please submit your email application (CV and a motivation letter in a single pdf file) **as soon as possible** in English to the head of the Common Wadden Sea Secretariat, Sascha Klöpffer (application@waddensea-secretariat.org). Please use "Communication Officer CREAM" as the subject of your message and indicate your potential start date. This selection and recruitment process will be conducted in accordance with relevant German and European law. We will start reviewing applications and conducting interviews on a rolling basis, **starting on 24.03.2025**, and will close the application as soon as we find a candidate with the right qualifications, skills, and suitability for the job, without bias. It is expected that the position will be filled within 1 month