



Title	Penta Communication Manager
Context	<p>The Penta Foundation is a non-profit organization involved in clinical research and health care professional training activities in the area of paediatric infectious disease. The Foundation conducts research world-wide, collaborating with wide spread and well-connected network of clinicians and researchers to conduct research aimed at improving the health and lives of women and children.</p> <p>The Penta Communication team was set up 2 years ago in order to coordinate the internal and external communications of the Penta foundation and to promote the Penta brand externally. It supports the communication and dissemination activities in all Penta projects/studies (design and implement communication plans, write articles and blogs, produce newsletters, design new websites and keep them alive with fresh new contents, write publication policies and maintain repository of publications, press review, report communication activities to the EU and other funders). Penta Communication Managers interact closely with the project managers at Penta and with the Penta network's members, who are epidemiologists, statisticians, clinicians and data managers.</p> <p>As Penta continues to grow, we want to ensure we maximise our credibility and prestige at international level as a world-leading organization in child health research, and continue to be a point of reference regarding critical paediatric concerns for institutions, the scientific community and the greater public.</p>
Role	<p>The primary role of the Communication Manager is to provide understanding of how to communicate, be it through tried and tested approaches or experimenting with innovative strategies and platforms. They are expected to have an expertise in the best way to deliver a message so that it has most impact and continues to build the Penta brand visibility and reputation. They manage communications starting from the design of a communication strategy to the delivery of written contents (articles, blogs, press releases).</p> <p>The post holder will contribute to keep an overview of all Penta communications, and the specific communication activities within the various projects and studies. Working closely with the Project Managers and different Partners, the Communication Manager will be responsible for ensuring that projects achieve the agreed upon communication and dissemination objectives within the established tolerances of time/budget.</p> <p>The post holder will be expected to be fluent in English and to have excellent verbal and written communication skills enabling close work with our collaborating institutions and clear communication between the projects and studies collaborators.</p>



	<p>The post-holder can expect substantial support from the communication team and will work within a friendly group of people. In the first instance, the post will be for 12 months with a probation period of 2 months. After 12 months the contract will be re-evaluated.</p> <p>This post provides an exciting opportunity for someone with a track record in communication and an interest in maternal and child health to work within an existing network focusing on paediatric infectious diseases.</p>
Location	This position will be based at the Penta Foundation in Padua, IT; travel in Europe may be required.
Reporting line	Reports to the Area Coordinator, Communication Management for the PENTA Foundation
Key responsibilities	<ul style="list-style-type: none"> • Develop and implement effective communication and dissemination plans • Coordinate and implement project/study specific communication activities • Create informative content, press releases, articles, and media opportunities with support of Project managers and Penta partners, for various communication channels including the Penta website, projects/studies websites, social networks, presentations, newsletters, etc. • Publish relevant content (articles, reports, press releases, publications) through open source website creation tools such as WordPress • Contribute to the set-up of new websites and newsletters, by requesting/collecting inputs from internal staff and external collaborators/partners, organizing content in predefined templates and finalizing texts • Produce and implement editorial plans for social networks • Prepare and present written and oral reports in English to the Penta study groups and/or at Penta meetings • Work with the communication team to improve tools and processes • Contribute to mapping communication needs and requirements for projects/studies, existing communication tools, opportunities for dissemination of projects/studies activities and results. <p>The post holder maybe expected to carry out other duties and responsibilities within the scope, spirit and purpose of the post and its grading as requested by the supervisors. The Penta Foundation encourages a spirit of co-operation and all members of staff are expected to volunteer to help busy colleagues if able when the need arises.</p>



	<p>This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Bachelor’s degree in humanities preferably linguistics, communications, public relations or relevant field with good knowledge and experience in science communication or • Bachelor’s degree in science/health with knowledge of science communication and public engagement with science • Substantial relevant experience of managing communications including dealing with some or all of the following: <ul style="list-style-type: none"> ○ Creation and maintenance of websites using content management system ○ Designing and formatting reports, documents and other outputs ○ Writing, editing and proofreading for a variety of printed and electronic communications materials, with experience of conveying subject matter concisely and compellingly to audiences with wide-ranging degrees of interest and expertise • Excellent command of written English, including grammar and spelling, with good attention to detail • Expertise in using social media and an ability to draw up strategic plans for its long-term use • Familiarity with desktop publishing packages, such as Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat and / or photo editing software is a plus • Excellent organizational and interpersonal abilities • Ability to manage multiple and conflicting priorities and work well under pressure • Ability to communicate ideas and work flexibly within a dynamic, multidisciplinary team • Positive attitude and ability to interact with all levels of staff to coordinate and execute communication activities • Demonstrated problem-solving and financial negotiation skills • Availability for international travel.
<p>How to apply</p>	<ul style="list-style-type: none"> - Send a signed CV including the following statement: <i>I hereby agree for the processing of my Personal Data included in my application for the needs of the recruitment process in accordance with the General Data Protection Regulation EU 2016/679</i> - Include a cover letter outlining why you wish to apply and how you meet the



specified requirements in this job description.

- Include **one reference** in either your cover letter or CV. Please indicate whether we can approach your references prior to an interview.
- Send all materials to info@penta-id.org with 'Communication Manager' in the subject of the email
- If you have any queries, please email at info@penta-id.org