**EES STRATEGY, CONTENT AND COMMUNICATION CONSULTANT**

***PART TIME* ASSIGNMENT (Approximately 25%)**

The European Evaluation Society exists to stimulate, guide and promote the theory, practice and utilization of evaluation in Europe and beyond. Our vision is a world where evaluation contributes to human welfare through social learning.

To this end the EES contributes a range of activities and initiatives including biennial conferences, thematic working groups, publications, strategy, networking and support of individual evaluators, national and international evaluation societies.

EES seeks to optimize its engagement with its evaluation communities through the appointment (part time) of a dynamic, creative individual with expertise in media and communication together with a sound familiarity with the field of evaluation. The role is to support EES strategy, content and communications by mobilising and implementing EES Board decisions and plans into concrete actions on the ground. The aim is to help EES enhance its services to all its stakeholders, and improve the public face of the organization through its communications, events and web presence.

This is an exciting opportunity for early stage professionals to enhance their profile, skills and networks within the global evaluation community.

**TASKS**

The consultant will carry out communications and administrative tasks in line with EES strategic priorities. They will work in close liaison with the EES Board, and notably its President, President-elect and Secretary General, and in close collaboration with the EES Secretariat. The consultant's tasks will include support to the following work streams:

**General Communications**

Support the EES communications to the membership and the broader evaluation community through both the EES website and broader digital media channels, using both to effectively promote and disseminate EES’s activities and impact. These duties will include: Plan and execute marketing and outreach campaigns using social media and other channels to showcase EES activities and impact, leading to increased visibility and outreach with key stakeholders.  Liaise with individual members, institutional members and Thematic Working Groups. Support the preparation of the EES Newsletter and other regular publications. Edit and write inputs for social media-, web-, or email-based communication with the membership

**Forging Connections**

Communications and administrative support to EES Board cooperation efforts in forging connections with evaluation related bodies, including the Journal Evaluation, professionals and policy organisations, and liaison with EES institutional members including communications outreach to potential new members. Assignments will include direct communications, email blasts,

communications via digital media channels and support for webinars and other occasional on-line events, administration and publication of blogs, podcasts, interviews and related content on EES website and/or social media.

**Learning Hub**

EES is initiating new products from late 2024 onwards supporting evaluator professional development through a regular series of online webinars, training workshops and capacity building support initiatives. A key task for the consultant will be to manage the ICT online delivery platform (e.g., Zoom events), mount publicity campaigns, manage registrations for events and liaison with participants. They will be supported in these tasks by a small team of volunteers.

**Public Policy Forum**

EES is considering the development of Public Policy Forum platform to support an open, robust and constructive dialogue about global public policy issues to facilitate the sharing of experience, new perspectives and fresh ideas into public policy design, and to disseminate knowledge. Launch of the forum is expected later in 2025. The consultant will manage the ICT online delivery platform (e.g., Zoom events), design and implement social media publicity campaigns, manage registrations for events and liaison with participants. They will be supported in these tasks by a small team of volunteers

**EES website**

Support the improvement of the EES website in collaboration with the EES Secretariat who will be responsible for its design. Produce and update web content related to the different parts of the EES website, delivering or supporting the delivery of content for specific EES communication.

More information on these activities can be found on the EES Website [www.europeanevaluation.org](http://www.europeanevaluation.org).

PROFESSIONAL REQUIREMENTS

* Master’s degree or equivalent in a discipline relevant to evaluation or alternatively at least 5 years of experience in evaluation
* Good understanding of the evaluation field from local to regional/global level, its networks and its current challenges
* Good understanding of the EES’ mission, activities and membership; earlier active involvement in EES activities or events is considered an asset
* Proven experience in a role similar to this one (i.e. providing support to a (professional) association) is considered an asset
* High proficiency in English (writing, speaking, reading)
* Excellent communication skills, both in writing and presenting
* Excellent ICT skills in contemporary communication tools, including video and audio recording and editing, web-based communication and social media.
* Self-starter, initiative-taker, team player, with a proactive attitude, able to work in close cooperation with the EES Board and Secretariat in a good and constructive atmosphere

WORK MODALITIES

The work would take place under the following conditions:

* The work can be carried out at a distance, e.g. from the incumbent’s offices or premises, with occasional travels to Board or other meetings. Cost incurred for such travels would be reimbursed separately by EES up to a maximum value to be defined. The incumbent would preferably be working as an independent on a free-lance basis or as member of a consultancy company or other type of institution, and able to invoice EES for the services provided ; a different set up would need to be discussed prior to the assignment and proposed in the application letter (see below)
* The initial assignment would be for one year starting from the date of contract signature
* The work is estimated at 1.5 days per week, for forty calendar weeks in a year (hence 40 days/per year in total) ; although some flexibility is permitted (especially in the case of meetings) the incumbant would ideally have a dedicated « EES day » per week. Fee rate: 160euro per day (8hrs).

APPLICATION

*Information requested*

### To apply for this assignment please provide the following documents to EES Secretariat(secretariat@europeanevaluation.org)

### -Application letter outlining motivation, prior experience and why the applicant « is the best candidate for the job »

### Curriculum Vitae

### Names, positions and email addresses of 3 referees. Written references may also be provided.

*Deadline*

Applications for this assignment should be received by email on the abovementioned addresses before **Thursday 10th October 2024, midnight CET**. Applications beyond this date will not be considered.