Vacancy Announcement for the position of
Science Writer and Editor

The Human Frontier Science Program (HFSP) is a unique organization, supporting international collaboration to undertake innovative, risky, basic research at the frontier of the life sciences. Special emphasis is given to the support and training of independent young investigators, beginning at the postdoctoral level. The Program is implemented by the International Human Frontier Science Program Organization (HFSPO), supported financially by Australia, Canada, France, Germany, India, Israel, Italy, Japan, the Republic of Korea, New Zealand, Singapore, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America, and the European Commission. Since 1990, over 7500 researchers from more than 70 countries have been supported. Of these, 28 HFSP awardees have gone on to receive the Nobel Prize.

The Organization has seen much progress over recent years and is entering an exciting period to define its new multiyear strategy. In its fourth decade supporting international research collaborations in the life sciences, the Program prepares to draft a new strategic plan for the years beyond 2024. The new HFSP strategy will delineate a visionary outlook as to where the scientific frontiers may be positioned in the next decade. Therefore, this is an exciting opportunity for a highly motivated and skilled science writer to help frame the future of our unique global frontier science program.

Reporting to the Director of Science Policy and Communications, the position holder is expected to develop and implement content that communicates HFSP’s mission to support outstanding frontier research in fundamental life sciences, and actively support other HFSP communication, outreach, and engagement activities. This position plays an important role in our engagement with and outreach to the HFSPO Members.

Science writing: The position holder drafts, edits, and delivers HFSP publications, reports, press releases and other relevant materials for national and international media while reinforcing the HFSP brand. The position holder writes impactful articles for HFSP communication and outreach activities, the HFSP website, newsletter (HFSP Matters), the HFSP Annual Report, Annual HFSP Science Digest, Annual Compendium of HFSP high impact and innovation stories, and drafts reports of HFSP frontier workshops. He/she also edits and proofreads documents (e.g., policy documents, regular reports) prepared by the HFSP Research Grant and Fellowship offices, and takes responsibility for technical editing, content editing, and content creation (including scientific story telling).
Digital communication and website: The position holder actively supports HFSP’s digital communications efforts in collaboration with other members of the scientific and executive teams and supports the HFSP Science and Communication Officer in developing articles for our global audience about research outcomes, new strategic engagement, and outreach activities vis-à-vis HFSP Members. Additional responsibilities may include supporting impact-driven campaigns for digital communications or providing front-end support for the HFSP website.

Outreach and events: The position holder actively contributes to HFSP engagement and outreach activities with researchers and organizations in HFSP member countries through preparing external (content) communications and is also a member of the organizing team for HFSP events. The position holder proactively provides HFSP Members with relevant information regarding HFSP activities and responds to media inquiries by journalists and other stakeholders and proactively identifies opportunities and develops and pitches stories to media outlets. He/she builds lasting relationships with the media, and monitors and reports on press coverage.

Qualifications

The ideal candidate has native proficiency in English, at least 10 years hands-on academic research and/or coordination experience in life sciences, experience in communications, and outstanding skills in editing research papers and various communication materials for expert and non-expert audiences. A willingness and curiosity to learn about the broad spectrum of scientific research supported by HFSP is indispensable. Knowledge of French would be an advantage.

- A PhD level degree in a field of the life sciences. Further qualifications in science writing, digital communication, journalism or similar fields in a science or science-related context would be an advantage
- At least 10 years’ experience in a professional communications’ environment corresponding to the required fields of expertise above
- Native proficiency in English with outstanding editing and writing skills are essential
- Cutting edge knowledge in a scientific field within the scientific realm of HFSP
- Demonstrated experience in pitching stories and in communication, copywriting, journalism, or PR
- Demonstrated experience in writing and editing press releases, news, and feature stories for print and digital formats
- Attention to detail and scientific rigor
- Demonstrated ability to manage a substantial and varied workload effectively, including managing competing demands, maintaining accuracy, and coordinating activities across diverse departments within the Organization
- Strong project management skills in communications
- Good judgement, political and general, to assess the most effective means of communicating information for the purpose of achieving communication goals
- Strong team player: ability to listen and collaborate with a wide range of colleagues, HFSP Members and partners
- Excellent interpersonal skills, and experience of working in a multi-national/cultural environment
• Demonstrated experience and top-notch digital/social media skills
• Experience working with multimedia
• Demonstrated front-end experience in a content management system (e.g., Drupal, WordPress)
• High proficiency in Microsoft Office and industry software, including Adobe Creative Suite (InDesign, Illustrator, Photoshop)

Location
As all HFSP contracts fall under French law, the candidate must commit to being officially registered in France and working most of the time from the HFSP Secretariat in Strasbourg (teleworking policy in place). The position may involve some international travel.

Vacancy specification
The position is an initial fixed-term 3-year contract under French law (incl. 4 months’ probation period) followed by a maximum three-year extension.

Virtual interviews will be conducted in July 2022.

The salary range will be commensurate with the OECD and include coverage for health, unemployment, retirement and an insurance package for the candidate and their family members, under the rules of French law. International candidates are eligible for expatriation allowance. Moving and installation expenses will be covered.

Application
HFSP is an equal-opportunities and family-friendly employer. HFSP is committed to inclusive excellence and the Secretariat provides an environment that promotes all forms of diversity, equity and inclusion offering an agreeable place to learn, work, and live. Therefore, we encourage applications from a diverse range of candidates.

Please submit your application by June 15th, 2022, at the latest, to info@hfsp.org and include your CV, a letter of motivation listing two references and stating your current notice period.

Furthermore, please add therein a written consent, authorizing HFSP to process your personal data in accordance with the HFSP Privacy Policy (https://www.hfsp.org/funding/hfsp-policies/hfsp-privacy-policy).

For questions and confidential inquiries please contact Guntram Bauer at gbauer@hfsp.org.

We regret that only shortlisted candidates can be contacted.