

CALL FOR APPLICATIONS: European Polar Coordination Office (EPCO) and EPB EU-funded project Officer

Location: Umeå, Sweden

Salary: SEK 45,000–51,000/month (gross), depending on experience, with annual salary reviews in accordance with the applicable collective agreement.

The EPB currently operates under the collective agreement for non-profit and idea-based organisations within Arbetsgivaralliansen.

Employment: Full-time, two-year contract with an initial four-month probation period. Subject to performance and funding availability, the contract may be extended for one additional year, for a total maximum employment period of 36 months (2+1 years). The position is funded by the EU Horizon projects [POLARIN](#), [SYNCHRONY](#), and [Beyond Arctic PASSION](#).

Candidates must be legally eligible to work in Sweden for the entire duration of the position. The European Polar Board is unable to sponsor or provide a work permit or visa for this position.

The **European Polar Board (EPB)** is a leading independent organization dedicated to advancing strategic priorities in Arctic and Antarctic research. EPB brings together European research institutes, logistics operators, funding agencies, and governmental ministries to promote collaboration in polar science and inform policymakers. Since January 2025, EPB is hosting the **European Polar Coordination Office (EPCO)**, acting as a central contact point for the European polar research community, policymakers and decision-makers, including the European Commission. EPB supervises the EPCO strategy. More details about EPB and EPCO can be found at www.europeanpolarboard.org.

ABOUT THE ROLE

As an **EPCO Officer and EPB Project Officer** for the EU-funded projects POLARIN, SYNCHRONY, and Beyond Arctic PASSION, you will be part of the EPB Secretariat in Umeå, Sweden, working under supervision of the EPB Executive Secretary. Your role will focus on strengthening European polar research through coordination, stakeholder engagement, and community outreach.

Key Responsibilities:

1. EPCO workplan implementation

The projects SYNCHRONY and Beyond Arctic PASSION provide funding for EPCO activities supporting the implementation of the work plan under the [HORIZON-CL6-](#)

[2025-03-GOVERNANCE-10 call “Improving and integrating polar observation systems in response to user requirements at local, regional, and international level”.](#)

The EPCO Officer will have the opportunity to contribute to initiatives aiming to enhance the visibility and impact of European polar science. Working closely with the EPB Executive Secretary, the EPCO officer will contribute to efforts towards amplifying the importance of polar research to policymakers, funders, and key stakeholders. The EPCO officer will organize impactful meetings, webinars, and events, responding to emerging polar science challenges, opportunities, and research coordination.

A key responsibility of the EPCO Officer will be the coordination of the **EU Polar Cluster** and the management and further development of the **EU-PolarNet 2 Catalyst Platform**. This includes facilitating collaboration among Cluster members, coordinating joint activities and events, and developing the Catalyst Platform as a relevant and engaging space for collaboration and visibility across the polar science community.

2. Project Officer

EPB is leading the Communication and Dissemination Work Package in POLARIN, co-leading with AWI the work package “Bridging Antarctic science with society, policy and decision-making” in SYCNHRONY, and co-leading with ICC Canada the work package “Governance and long-term sustainability of the Arctic Observing System of Systems (AOSS)” in Beyond ArcticPASSION. The Officer’s primary responsibilities will include project reporting and coordination related to meetings, events, and reporting periods, as well as implementation of project actions and deliverables. Examples of actions and deliverables are support and organization of project meetings and events, POLARIN Ambassador activities, posts and news articles related to the project activities, and support to the developments of policy briefs with the Executive Secretary.

3. EPB activities

As a member of the EPB Secretariat, the EPCO Officer will contribute to a range of EPB activities, including EPB Plenary meetings and collaborating with EPB Members on various initiatives, to support the smooth functioning of the organization and success of EPB’s mission.

CANDIDATE PROFILE:

Essential Qualifications

- Education: Advanced university degree (Master's or equivalent) in Polar Research or a related field, or a combination of relevant education and professional experience equivalent to a Master's degree.
- Strong coordination skills: Demonstrable experience in coordinating activities, including organising meetings and workshops, liaising with diverse stakeholders, and preparing formal meeting documents and reports.
- Communication skills: Demonstrable experience with formal and informal communication, including drafting reports, policy documents and other written materials, as well as communicating through social media and other digital channels.
- Strong written and spoken English (C1 level).
- Ability to work independently and as part of a small, dynamic team.
- Ability to travel internationally for official meetings, conferences and other events.
- Experience managing online platforms and digital tools (e.g., websites, LinkedIn, Instagram, Zoom).

Desirable Qualifications:

- Experience in fundraising, including preparing proposals for EU calls
- Knowledge of European national, regional and international polar (Arctic and Antarctic), research and policy institutions, organisations, and projects

Employment conditions:

This position is based in Umeå, Sweden, and the incumbent will be required to register in Sweden for taking up the position.

EPB is an equal opportunity employer, committed to equality, diversity and inclusion, and to promoting equality in careers in science. We welcome applications from all sections of society, particularly those currently underrepresented in the polar research community.

Location: We are open to discussing flexible working arrangements for the selected candidate to initially work remotely from anywhere within Sweden.

Further we offer:

Wellness hour and reimbursement: EPB employees are given the opportunity to do one hour of fitness training or physical exercise per week during paid working hours. Additionally, EPB offers a fitness reimbursement to all employees, with the possibility to receive compensation for costs of a gym card, massage etc. up to an amount of maximum 2000kr per year.

Paid leave: Employees are entitled to 28 vacation days per year. From the age of 30 the number of days increases to 31 and from the age of 40 the number of days is increased to 35.

Relocation Package: Reimbursement for relocation and transport costs (with prior agreement) to the selected candidate for the position.

HOW TO APPLY

To apply, please send by email a single pdf file that includes:

- 1) Letter of motivation including your interest in the position, and detailing how your experience meets the requirements of this position set out above - 1 page maximum
- 2) CV (using a standard format such as Europass) - 3 pages maximum
- 3) Contact details of three references
- 4) Applicants are encouraged to attach, as annexes, examples of documents from the past two years that showcase their communication skills, such as policy briefs, reports, media articles, or white papers they have authored or led. Please note that research papers should not be submitted as Annexes.

Please send your single PDF file to secretariat@europeanpolarboard.org **by 23:59 CET on October 23rd 2026**, with “EPCO and EPB project Officer Vacancy” as the email subject line. We aim to acknowledge the receipt of each application sent during working days (Monday- Friday, 9:00- 17:00 CET) within 24 hours. If you do not receive an acknowledgement, please resend your application to us. Shortlisted candidates will be contacted shortly after October 23rd, with online interviews scheduled in early November.

CONTACT

For any queries regarding the position, please contact EPB Executive Secretary, Maria Grigoratou, at mgrigoratou@europeanpolarboard.org.