

Web Editing Officer

Digital Citizenship Department (Ref: DIGCIT_WebEditingOfficer_2026_08)

[European Schoolnet](#) is seeking a versatile and creative Web Editing Officer to join our dynamic Digital Citizenship Department. The position will involve supporting the editorial activities of the Digital Skills and Jobs Platform (DSJP) contract, which EUN implements on behalf of the European Commission.

[The Digital Skills and Jobs Platform](#) aims to provide a single point of access on digital skills for anyone interested in digital skills training offers/traineeship, good practices, skills intelligence/data, training resources, funding opportunities, news, and events.

This position offers the opportunity to work in an international environment, liaising with colleagues and partners across Europe.

Main tasks

The successful candidate will support the Platform's editorial and content production activities, and the project manager and the relevant work package leader, as follows:

- **Support the DSJP Editorial team** in implementing the Platforms' editorial strategy.
- **Apply the project's editorial guidelines and support the organisation of content governance processes**, to maintain the integrity and quality of the Platform and the effective management of editorial workflows.
- **Write, edit, map, assemble, and tailor high-quality web content** for the Platform, covering areas such as digital skills training offers/traineeship, good practices, skills intelligence/data, training resources, funding opportunities, news, and events.
- **Support the review, editing, proofreading, moderation and publishing of content submitted by external contributors**, including National Coalitions and Advanced Digital Skills Academies, ensuring consistency, quality, and compliance with editorial standards.
- **Support the development of the DSJP's various website sections**, for example its training catalogue and deep dives, often in close dialogue with external experts and/or other projects and initiatives funded by the Digital Europe Programme.
- **Compile regular content update reports**, including all updates to website sections, quantitative data and analytics, and conclusions drawn from them.
- **Contribute to the planning, creation, delivery and dissemination of a wider range of online contents and outputs**, to support with the Platform's overall community engagement, communication, outreach and promotion efforts.

- **Contribute to the successful delivery of the DSJP contract** by supporting additional editorial and communication activities as required.

Profile and skills

The ideal candidate should have:

- **Preferably a bachelor's degree in a relevant subject** (such as communication studies, media, or journalism).
- **An excellent command of English (spoken and written).** Additional languages are an asset.
- **Excellent writing and editing skills, with strong attention to detail.**
- **Creativity, initiative, and the ability to identify ways to improve editorial and content production work,** using compelling storytelling and online marketing skills.
- **Proven experience with web editing and online content creation** including SEO, optimisation of content, organic and paid promotion, in both written and visual forms.
- **Familiarity with multi-channel communication** (web, blogs, newsletters, social media, publications) and digital tools (i.e. web content management systems, Canva, video editing, office tools).
- Proven experience working **in or with the European institutions is an asset.**
- Experience with the **EU's digital platforms (particularly with back-end content management), is an asset.**
- **A proactive team player** with the ability to work both collaboratively and independently in a dynamic environment, **manage multiple tasks under pressure** and to tight deadlines, and demonstrate **good communication skills.**

Useful information

- **Deadline for applications:** until the position is filled.
- **Starting date:** As soon as possible from October.
- **Duration of contract:** **6-month CDD** (*Contract à durée déterminée* – a fixed-term contract) according to Belgian standard conditions. Full-time from Monday to Friday (possibility to choose **between 38 and 40 hours/week**).
- **Benefits:** teleworking allowance and IT equipment, partial reimbursement of commuting costs, salary in line with experience and qualifications, meal vouchers, and corporate DKV hospitalisation insurance.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium. The position requires living in Belgium.

How to apply

- Please send **you motivation letter and CV in English.**

- Please send these documents as one single pdf file named “**LASTNAME-FirstName-DIGCIT2026.pdf**”
- Any additional information you wish to send should be incorporated into the single pdf file rather than in the main body of your email. Thank you.
- Your application should be sent to jobs@eun.org and hans.martens@eun.org and sabrina.vorbau@eun.org in CC.
- Make sure to include the vacancy reference (DIGCIT_CommsandEditorialOfficer_2026_08) in the subject line.

PLEASE NOTE:

- Interviews will take place as soon as possible, either in person or online.
- Due to the volume of applications, only pre-selected candidates will be notified.

About European Schoolnet

[European Schoolnet](#) is the network of 34 European Ministries of Education, based in Brussels. As a non-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. We pledge to support schools in achieving effective use of ICT in teaching and learning, improve and raise the quality of education in Europe, and promote the European dimension in education.

About the Digital Citizenship Department

With a team of around 20 staff members, the department's key areas of focus include digital skills, media literacy, online safety, and children's rights in a digital world.



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