

Job Description	Manager (Outreach & Events)
Date	June 2026
Grade	5 (Definite)
Purpose of the Position The Manager (Outreach & Events) is responsible for producing and managing multimedia content that promotes the organisation's projects and initiatives. The role combines content creation, stakeholder outreach, event support, and administrative coordination, including video and podcast production. This role will embody and promote the core values of the NSC: • Emotional intelligence: Awareness and management of self and others, including emotions, feelings, and behaviours. • Growth mindset: The intrinsic motivation to identify and pursue personal and professional development opportunities. • Integrity: Upholding strong moral principles with honesty and ethical behaviour. • Trust: Creating a safe, comfortable space with an honest, open-door policy, encouraging employees to share ideas, receive constructive feedback, and support one another.	
Core Deliverables/Accountabilities 1. Outreach & Stakeholder Engagement • Lead and implement outreach activities aligned with organisational priorities, including stakeholder engagement, partner liaison, and community relationship building. • Identify and develop new outreach opportunities to increase participation, visibility, and impact of organisational initiatives in collaboration with the Head of Communications. • Represent the NSC in external media engagements, including TV programmes and interviews, as required. • Maintain an active presence on social and digital media platforms to support organisational visibility and outreach objectives. • Create outreach content, including interviews, vox pops, and other multimedia materials for communication and engagement purposes in collaboration with the Head of Communications. • Support the development of outreach campaigns in collaboration with the Head of Communications. • Represent the organisation at external meetings, networking events, and community engagements where required.	



2. Content Creation

- Plan & film video and audio content using the organisation's camera and production equipment.
- Conduct and record interviews, testimonials, and vox pops with stakeholders, participants, and partners.
- Manage the organisation's podcast production process, including recording, scheduling, publishing, and promotion.
- Create multimedia content for websites, social media, newsletters, presentations, and promotional campaigns.
- Adapt content for different audiences and platforms while maintaining brand consistency and accessibility standards.
- Identify emerging trends and opportunities to enhance audience engagement.

3. Event Support Responsibilities

- Provide hands-on support during events, including setup, coordination, and on-site assistance
- Conduct interviews, vox pops, and other content as required
- Assist with general event logistics and tasks as needed
- Ensure smooth delivery of communications and content activities during events

4. Reporting & Administration

- Track communications and production budgets for projects and campaigns.
- Process and input invoices related to content production and external suppliers.
- Coordinate with finance and procurement teams to ensure timely processing and compliance.
- Provide administrative support to ensure efficient delivery of the Events & Outreach function.
- Report to the Senior Manager (Head of Communications) and the Deputy Director (Executive Chairman's Office, Operations & Communications).
- Carry out other duties related to the role, as directed by the Deputy Director (Executive Chairman's Office, Operations and Communications) and the Senior Director (People, Culture and Public Engagement), in line with organisational needs and operational requirements.
- Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Executive Chairman.

Competencies and Relevant Qualifications

Essential

1. *Qualification and Experience*



- MQF Level 7 qualification in Communications, Science, Humanities, Public Engagement, or an appropriate, recognised, comparable qualification and 1-year relevant work experience in content creation, public engagement, communication, OR
- MQF Level 6 qualification in Communications, Science, Humanities, Public Engagement, or an appropriate, recognised, comparable qualification and 3 years relevant work experience in content creation, public engagement, communication, OR
- A minimum of 10 years of relevant professional experience in public engagement. At least 4 of these years must have been in an executive role.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education website (www.mfhea.org.mt). Such statement should be attached to the application and the original presented at the interview.

2. Advanced digital and AI skills.
3. Ability to identify trends and opportunities to enhance audience engagement and outreach impact.
4. Strong communication and interpersonal skills.
5. Confidentiality, respect, and a good working relationship with other employees.
6. Proven ability in stakeholder engagement and outreach, including building and maintaining relationships with partners and external stakeholders.
7. Able to work in a team.

Asset

1. Previous experience in communication and presentation.
2. Previous training in public speaking.
3. Ability to operate effectively in fast-paced and dynamic environments.
4. Organised and able to prioritise and plan.
5. Reliable and respects deadlines.
6. Takes initiative and adopts a positive 'can-do' approach.

Line Management:

Reports to: Senior Manager (Head of Communications)

Liaises with: Operations and Events Team and Malta Immersive Future Space Unit



Working Conditions

1. Full-time, 40 hours per week, during normal office hours and conditions.
2. Occasional travel abroad required for conferences, training, professional development, and networking.
3. As per NSC Terms of Employment Handbook.

NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation, or organisational requirements.

