

Job Opportunity: DARIAH ERIC seeks a EU Projects & Policy Officer

Post Title	EU Projects & Policy Officer
Employing institution	Digital Research Infrastructure for the Arts and Humanities (DARIAH ERIC)
Post Status	80% Fixed-term contract until 31.12.2028 (incl. a 3 months probation period)
Location	Remote in Germany or France, with the option of office space in Berlin.
Closing date for applications	29.05.2026
Contract start	As soon as possible
Salary level	Will be determined based on the candidate's geographical location and professional experience. In Germany for example, the level 12/13 of the "Tarifvertrag für den Öffentlichen Dienst der Länder 2025" would be used as reference.

Role Overview

DARIAH ERIC is seeking a EU Projects & Policy Officer to assist with the day-to-day management of both internal DARIAH projects as well as externally grant-funded ones. This successful candidate will also play a key role in developing policy, sustainability, and

governance documentation, particularly for EU-funded projects in which DARIAH partners. The position holder will support DARIAH's growth as a European Infrastructure and contribute on its behalf to European projects such as ECHOES, CHIRON and ECHOLOT. The successful candidate will work in collaborative, international project environments, playing a central role in managing DARIAH projects as well as designing high-quality policy and governance documentation that promotes and sustains network collaboration across a wide European partnership.

Key Responsibilities

- Manage several EU-funded projects on which DARIAH partners: collaborate with both internal and external partners to fulfill grant objectives, while keeping DARIAH staff on track in terms of time and budget management.
- On behalf of DARIAH lead Work Packages in the areas of policy, sustainability, and governance documentation, coordinating with other project partners for the successful completion of deliverables
- Contribute to Work Packages on behalf of DARIAH to author documentation, white papers, etc. to fulfill project objectives
- Advise and assist colleagues in DARIAH to develop and revise existing internal documentation in the areas of policy, governance, and sustainability
- Collaborate with European partners to deliver project goals and to develop network synergies.
- Contribute to dissemination, communication, and reporting activities in line with EU funding requirements.
- Support the development of new grant and funding proposals
- Other duties within the scope of the contracted projects' implementation.

Required Qualifications

- Master's degree or equivalent in management, business administration, information systems, data science, humanities or social sciences
- At least two years experience in project management and/or participation in the implementation of European Commission (EC) Framework Programmes, and/or two years of policy, governance, regulatory, compliance, and/or sustainability research and documentation, particularly within research organisations
- Experience working in international, project-based environments.
- Excellent written and spoken English.
- Willingness to travel when required.
- An adaptable team player

Preferred Qualifications

- Experience working within EU-funded projects.
- Familiarity with [EU] research infrastructures
- Familiarity with [digital] arts and humanities
- Critical and analytical skills
- Ability to work independently in a fast-paced environment

What we offer

- The ability to work at the centre of research infrastructure in Europe and make a difference in the development of data services and IT systems key to researchers and heritage professionals working in the digital arts and humanities
- An opportunity to work on a European projects in a friendly and collegial experienced coordination team
- Collaborate with a broad network of researchers, GLAM professionals, and IT specialists, as well as European and National officials throughout Europe
- Be part of an experienced EU project coordination team
- Opportunities to develop one's professional skills

Who we are

The Digital Research Infrastructure for the Arts and Humanities (DARIAH) enhances and supports digitally-enabled research and teaching across the arts and humanities. DARIAH is a network of people, expertise, information, knowledge, content, methods, tools and technologies from its member countries. It develops, maintains and operates an infrastructure in support of ICT-based research practices and sustains researchers in using them to build, analyse and interpret digital resources. By working with communities of practice, DARIAH brings together individual state-of-the-art digital Arts and Humanities activities and scales their results to a European level. It preserves, provides access to and disseminates research that stems from these collaborations and ensures that best practices, methodological and technical standards are followed.

DARIAH was established as a European Research Infrastructure Consortium (ERIC) in August 2014. Currently, DARIAH has 24 member countries and numerous cooperating partners.

Terms and conditions

- The appointment runs until 31 December 2028 with an initial three-month probation period.
- The position is 80% (31.00 hours per week).

- The salary will be determined based on the candidate's geographical location and professional experience. In Germany, for example, the level 12/13 of the "Tarifvertrag für den Öffentlichen Dienst der Länder 2025" would be used as reference.
- The closing date for applications is 29 May 2026.
- The appointment will start as soon as possible.
- DARIAH ERIC is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the traveling community.
- DARIAH ERIC is committed to a gender sensitive work environment and is committed to reducing the barriers caused due to discrimination and gender bias.

Application procedure

If you are interested in applying for the position, please send your CV and a short cover letter by email to recruitment@dariah.eu by 29.05.2026 at the latest.