JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title:**Communication Officer | **Division:**IPPF European Network \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Location:**Brussels | **Responsible to:**Public Affairs Manager | **Date:**November 2013 |
|  |
| **1. JOB PURPOSE** |
| Describe why the job exists |
| * To manage and implement Countdown2015Europe Consortium Communication strategy
* To manage and implement IPPF EN’s Communication Strategy
 |
| **2. KEY TASKS** |
|  |
| 1. Prepares materials, statements and press releases for IPPF EN and the Countdown2015Europe Consortium
 |
| 1. Ensures IPPF EN and Countdown 20145 Europe presence on Facebook, Twitter and any other kind of social media
 |
| 1. Writes, edits and ensures the production of materials upon request of the management
 |
| 1. Writes, edits and ensures the posting of materials to the IPPF EN website and to the Central Office website where requested.
 |
| 1. Writes, edits and ensures the posting of materials to the Countdown2015Europe website
 |
| 1. Coordinates lay-out and production of publications
 |
|  |
| 1. Writes articles for other publications when requested
 |
|  |
| 1. Familiarize with IPPFEN Staff Handbook
 |
| **3. RESPONSIBILITIES** |
| Please describe: a) Any staff responsibilities carried by the job holder. |
| * N/A
 |
|  b) Any financial responsibilities carried by the job holder. |
| * Budgets related to publications and the website
 |
| **4. EDUCATION & QUALIFICATIONS** |
|  |
| Degree in journalism, communications or English |
| **5. PROFESSIONAL EXPERIENCE** |
|  |
| * At least 5 years working experience in a relevant field. Proven experience in web management, social media, publications, writing, editing.
 |
| **6. SKILLS** |
|  |
| * Mother tongue English, and good working knowledge of French, other European languages desirable
* Deep understanding of the use of social media and new media channels
* Understanding of design and graphics
* Excellent writer, able to revamp technical language into attractive news
* Excellent interpersonal and communication skills to handle political and sensitive issues.
* Computer literate.
 |
| **7. PERSONAL COMPETENCE** |
|  |
| A commitment to human rights issues; open mind to ideas and people, able to work in a multicultural environment; willing and able to travel within the Region; ability to work under pressure and to meet deadlines;  ability to work on own initiative; flexibility and ability to work in team situations; having a good sense of humour  |