JOB DESCRIPTION

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| **Job Title:** Communication Officer | | **Division:**  IPPF European Network  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Location:**  Brussels | **Responsible to:**  Public Affairs Manager | | **Date:**  November 2013 |
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| **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** | | | |
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| 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 | | | |
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| 1. Writes articles for other publications when requested | | | |
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| 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** | | | |
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| Degree in journalism, communications or English | | | |
| **5. PROFESSIONAL EXPERIENCE** | | | |
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| * At least 5 years working experience in a relevant field. Proven experience in web management, social media, publications, writing, editing. | | | |
| **6. SKILLS** | | | |
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| * 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** | | | |
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| 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 | | | |