

COMMUNICATIONS OFFICER

Reporting to: Eurodad Communications Manager

About Eurodad: The European Network on Debt and Development (Eurodad) is a network of 60 civil society organisations (CSOs) in 29 European countries, advocating for democratically-controlled, gender-just and human rights-based financial and economic systems. With an excellent track-record in achieving change, Eurodad is a progressive and open-minded employer, mindful of the well-being of its employees.

For more information about Eurodad and our most recent work, visit our website: www.eurodad.org and [subscribe](#) to our [Development Finance Watch](#) newsletter for further information.

Role Purpose: The purpose of this role is to help Eurodad to communicate its research, policy proposals and campaign messages effectively.

The successful candidate will have an understanding of Eurodad's work areas and a passion for global social and economic justice. They will work across the full range of online, digital, print, social media, news media and stakeholder communications, and will bring creative ideas for how our policy teams can galvanise political support for real change.

A high standard of spoken and written English is essential, and another major European language is a bonus. The selected candidate will be well organised and come bursting with ideas.

Key contacts: Eurodad colleagues, Eurodad members and other civil society organisations in Europe, Africa, Asia and Latin America, external suppliers such as copy-editors, web managers, designers and printers.

Contract & location: Brussels-based, with some flexibility allowing for remote working, full time, permanent contract. **Gross annual salary range between 45,8k – 47,4k (incl. vouchers, holiday pay and end of year bonus), depending on skills and experience.** Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, travel insurance and contribution to a private pension plan (6% of gross salary).

JOB DESCRIPTION

A. COMMUNICATIONS

- Support Eurodad staff to produce and communicate high quality reports and other communications outputs.
- Manage NationBuilder, Eurodad's CRM/ 360 tool. This would include:
 - devising a strategy for the rollout of this relatively new system;
 - supporting teams to strategise around campaigns and events;
 - training new staff
 - liaising with their US-based technical support team;
 - day-to-day maintenance of the contact database, ensuring compliance with the EU General Data Protection Regulation.
- Day-to-day maintenance of the Eurodad website, including uploading content, troubleshooting issues, training new users and liaising with Eurodad's external web developers.
- Monitor social media trends and come up with creative inputs into our digital strategies.
- Help manage the communications around external events, including our international conference.
- Edit short videos for individual projects.
- Ensure that content is disseminated to Eurodad's key audiences.
- Liaise with external suppliers such as designers, printers, copyeditors and filmmakers to support Eurodad's communications work.
- Attend external meetings to represent Eurodad and take notes, when required.
- Monitor the impact and reach of Eurodad's communications work, in coordination with the rest of the communications team.

B. SUPPORT TO OTHER MEMBERS OF THE TEAM

- Support the Communications Manager and Senior Communications Officer to deliver our annual workplans and ensure timely and effective communications outputs.
- Support advocacy and policy managers and officers to disseminate their research and advocacy work when required.
- Support the preparation of narrative reports to donors.

Rue d'edimbourg, 18-26
1050
Brussels
Belgium

Tel: +32 (0) 2 894 4640
assistant@eurodad.org
www.eurodad.org



european network on
debt and development

- Support the rest of the team with Monitoring, Evaluation, Accountability and Learning activities (MEAL).
- Contribute, as part of Eurodad's team, to building team spirit by supporting colleagues and assisting with the day to day running of the office.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. ESSENTIAL EXPERIENCE:

- Educated to at least degree level in a relevant subject;
- At least 3 years' experience of digital communications, media, journalism or similar (preferably in an NGO environment).
- A proven track record of delivering high quality, engaging digital content for a variety of audiences.

Relevant experience in:

- Managing websites using Wordpress or a similar Content Management System and able to efficiently troubleshoot upload errors for non-communications staff.
- Experience using social media platforms and implementing social media strategies
- Proofreading, editing and writing in English on the basis of style guides and to specific target audiences;
- Liaising with external suppliers, especially web developers, to support Eurodad's communications work.
- Using the Adobe Creative Suite and non-linear video editing software

2. DESIRABLE EXPERIENCE:

- Experience with the NationBuilder platform or a similar CRM system;
- Experience of event organisation;
- Living or working in an international environment;
- Experience of working with the media.

3. APTITUDES, SKILLS AND KNOWLEDGE:

Required:

- A very high standard of spoken and written English;
- Strong communication skills, with a good knowledge of digital communications;
- Computer literate in all main Microsoft Office applications;
- Extensive experience working in diverse teams and supporting others with joint deliverables, with the ability also to use own initiative and work independently;
- Ability to plan, prioritise and work under pressure;
- Ability to work sensitively with colleagues in Eurodad as well as in non-government organisations across Europe and worldwide.



Desirable:

- Working knowledge of other European languages;
- Knowledge of debates around global poverty reduction, economic justice and relevant European policies.
- Knowledge of current digital trends and how they can be harnessed to promote Eurodad's communications goals.

4. STRONG COMMITMENT TO EURODAD'S OBJECTIVES AND CROSS-CUTTING PRIORITIES: GENDER JUSTICE, CLIMATE JUSTICE, GLOBAL ECONOMIC GOVERNANCE AND RESPONSIBLE FINANCE STANDARDS, WHICH ARE INTEGRATED ACROSS ALL OUR WORK AREAS.

Eurodad is an equal opportunity employer and considers applicants for all position without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.