

Communications Officer

(Full Time CDD Contract from September 2023 to March 2024)

Brussels Belgium

CONCORD is seeking a highly-motivated Communications Officer to join our Communications Team to contribute to the elaboration and implementation of our Communications strategy.

ABOUT CONCORD

CONCORD is the European Confederation of Relief and Development NGOs. We are made up of member organisations: 28 National Platforms, 25 International Networks and 6 Associate Members which together represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on development policy, funding and practice.

CONCORD is seeking an experienced Communication Officer who is a team player and innovative thinker, with experience in the civil society sector. The candidate should enjoy working in a fast-moving and dynamic environment.

The candidate will join a team of engaged professionals who are committed to accelerating transformation towards a more equal and sustainable society.

ROLE SPECIFICATION

The new Communication Officer will continue to develop and implement CONCORD's Communication Strategy together with our current communications colleagues. Our strategy sets out how our communications should adapt in line with our rapidly changing external environment with four main objectives: engage our audiences in who we are and what we do; challenge our own and our stakeholders' perspectives; innovate in our ways of communicating and evolve the narrative of our sector.

Key areas of responsibility

- Ensure our members are informed, enabling them to play an active role in the confederation
- Increase CONCORD visibility & profile and promote CONCORD messages towards our external stakeholders (EU institutions, media and journalists, partners and allies) in alignment with our vision, strategy and values.
- Manage our online presence;
- Bring and implement innovative ideas to communicate and engage with external/internal audiences on our work;
- Identify (social) media opportunities to communicate our key messages proactively;
- Build and maintain relationships with journalists and communication focal points of

- various institutions;
- Facilitate mutual learning and exchanges with communication experts from our Confederation;
 - Create and oversee a wide-variety of communication outputs (e.g. newsletters, social media content, podcasts, articles and blog posts);
 - Coordinate the design of our publications (e.g. annual report), which will include planning and taking care of layout, as well as liaising with designers and printers;
 - Act as guardian of our branding and strengthen the public image of CONCORD;
 - Maintain and implement a coherent editorial style and tone for our Confederation;
 - Monitor the impact of communications actions and analyse results to continuously adapt our communications;
 - Monitor emerging trends and ways to keep the organisation abreast of changes in digital communication;
 - As part of the team, you will also be expected to support the organisation of certain events and activities, such as the General Assembly.

PERSON SPECIFICATION

The successful candidate will understand and be committed to CONCORD's vision and goals in addition to the following:

Knowledge

- Academic background or professional experience in communications, journalism, and the development and/or human rights sector;
- Knowledge of social media and online communication channels;
- Interest in and good knowledge of EU politics, policy-making and processes, including issues pertaining to sustainable development and international cooperation;
- Good understanding of how to influence EU processes and positions through communications;
- Competence with standard office software (e.g. Google Suite);
- Proficient in content creation and management software; knowledge of design, especially Adobe In-Design an asset
- Knowledge of English (C2 minimum) is required. Working knowledge of any other language is desirable.

Experience

- 1-5 years of professional experience (excluding student internships) in communication work, some of which must be in a civil society organisation; experience in a membership-based organisations is an asset;
- Experience in drafting and revising texts;
- Experience in publication and design;
- Experience in managing online communication tools such as Facebook, Twitter, LinkedIn, Mailchimp, Wordpress, Adobe on a daily basis;
- Campaigns background and public engagement experience would be a distinct asset as well as knowledge in some of the key areas of CONCORD work;

- Work experience in any other region of the world is also desirable.

Skills

- Creative and innovative thinker;
- Confidence and fluency in communicating and engaging with external audiences on CONCORD's work;
- Excellent written and oral skills in English, or mother tongue;
- Excellent interpersonal and communication skills, including tactful and effective facilitation skills to build consensus;
- Capable networker, able to coordinate and operate effectively in coalitions;
- Good presentation skills applicable to both internal and external events;
- Team player, proactive, self-starter;
- Strong planning and organisational skills;
- Ability to prioritise while managing multiple projects simultaneously;
- Ability to work under pressure and towards tight deadlines.

CONDITIONS OF EMPLOYMENT

Contract: Fixed-term, full-time position ("CDD") with possibility to extend depending on our funding;

Location: Brussels, Belgium

Gross salary: from €3462 per month, depending on experience

Other benefits: 'thirteenth month'; holiday allowance; hospitalisation insurance; affiliation to pension scheme; meal vouchers, a monthly teleworking allowance and a monthly commuting allowance on local public transport or by bicycle.

HOW TO APPLY

If you are interested, please upload as one document the following information, in the portal below:

- A CV (max. 2 pages, no photo)
- A cover letter explaining your motivation as well as answering the following question:
How do you see the role of communication in a member-led civil society network?

Please note that only applications and CVs written in English will be accepted, and only candidates with 1 to 5 years of experience and experience in the sector will be considered.

The **closing date for applications is Sunday 16 July 2023 at midnight**. Only short-listed candidates will be contacted.

The first round of interviews, which will take place in the week of **24 July**. The second round of interviews will be held in the week of **31st July**. The ideal starting date for this position is **1 September 2023**.

No possibility for visa sponsorship. You should have a valid work permit to work in Belgium.

NATIONAL PLATFORMS	 Global Responsibility Austrian Platform for Development and Humanitarian Aid	 BELGISCH PLATFORM PLATEFORME BELGE CONCORD ACODEV nge-federatie	 BPID Bulgarian Platform for International Development	 Platforma za međunarodnu građansku solidarnost Hrvatske Croatian Platform for International Citizen Solidarity CROSOL	 CWINDEP Cyprus Island wide NGO Development Platform	 FORS
	 GLOBAL FOCUS Danish CSOs for Development Cooperation	 AKÜ	 fingo	 COORDINATION SUD	 VENRO ASSOCIATION OF GERMAN DEVELOPMENT AND HUMANITARIAN AID NGOs	 Hellenic Platform for Development
 Dóchas The Irish Association of Non-Governmental Development Organisations	 Network delle ONG in Europa per lo sviluppo e l'emergenza CONCORD ITALIA	 LAPAS WWW.LAPAS.LV	 Lithuanian National Non-Governmental Development Cooperation Organisations' Platform LITDEA	 Cercle de coopération des ONG DU LUXEMBOURG	 SKOP Solidarjetà u Koperazzjoni	 PARTOS
 ZAGRANICA	 ONGD PLATAFORMA PORTUGUESA	 FOND Federacia Organizaciu Programovatelstva protiv Dizastov do Rombe	 Ambrella Platform for Development Organisations	 SLOGA SLOVENIAN GLOBAL ACTION	 COORDINADORA COOPERACION PARA EL DESARROLLO ESPAÑA	 CONCORD SWEDEN
 bond	NETWORKS	 actalliance eu Forum by ANSOBY	 act:onaid	 ADRA	 care	 caritas europa
 cbm together we can do more		 ChildFund Alliance	 CIDSE together for global justice	 eucord European Council Organisations for Relief and Development	 GNDR Global Network of Civil Society Organisations for Disaster Reduction	 Habitat for Humanity
 IPPF International Planned Parenthood Federation European Network	 LIGHT FOR THE WORLD	 OXFAM International	 PLAN INTERNATIONAL	 Save the Children	 Sightsavers	 solidar
 SOS CHILDREN'S VILLAGES INTERNATIONAL	 Terre des Hommes International Federation	 wecf	 Wetlands INTERNATIONAL	 World Vision	 WWF	ASSOCIATE MEMBERS
 alda European Association for Local Democracy	 ea ea EUROPEAN ASSOCIATION FOR THE EDUCATION OF ADULTS	 EUROPEAN PARTNERSHIP FOR DEMOCRACY	 NRC NORWEGIAN REFUGEE COUNCIL			