



## **Job Title: Senior Communications Coordinator**

**Job purpose:** The purpose of the position is to lead ECRE's communications work, strengthening external and internal communications in order to protect and advance the rights of refugees, asylum seekers, and displaced persons. ECRE's communications work will support the delivery of all its objectives, covering legal, research and advocacy work. As part of a process of restructuring and strategic planning, ECRE is rebuilding its communications team, starting with the creation of this position.

**Start date:** As soon as possible.

**Line management:** Reports to Secretary General and line manages 2 to 3 staff members.

### **Key Responsibilities**

The Senior Communications Coordinator will deliver the following specific tasks:

#### **1. Develop a Media and Communications Strategy for ECRE for 2016-2019**

The strategy should take into account the changed political context in which ECRE is operating and the resources that ECRE has for communications work.

#### **2. Increase the quantity and quality of communications work**

The Senior Communications Coordinator will improve the quality and quantity of ECRE's media and communications work, including increasing the number and quality of press releases, re-establishing links with journalists, increasing number of interviews, raising ECRE's profile in the European media, and publicizing ECRE's written work, including policy papers and reports.

#### **3. Get the basic internal and external communications tools in place**

The Senior Communications Coordinator will put in place basic internal and external communications tools for ECRE, including: finalising ECRE's new website; developing simple formats and consistent branding for ECRE publications; developing tools for communication and dissemination of ECRE's work; designing a simple, unified electronic filing system; and managing ITC service contracts to ensure effective support.

#### **4. Design a structure for and manage the communications team**

The Senior Communications Coordinator will be responsible for line management of staff in the communications team, including recruitment, preparation of job descriptions, performance evaluation, and workplanning.

#### **5. Revive the media and communications working group for ECRE members**

Many of ECRE's member organisations have staff working on media and communications. The Senior Communications Coordinator will revive ECRE's working group bringing together these member representatives in order to develop collective activities, share information and good practices on responses to the situation in Europe, and plan joint campaign activities.

#### **6. Events management**

The Senior Communications Coordinator will lead on design and planning of ECRE events with a communications dimension (with logistical support from other staff).

## Person Specification

### Education/Qualifications

- University degree; additional training in communications, law or politics is an advantage.

### Experience

- Minimum five years' experience of communications work for a non-profit or within a comparable policy environment;
- Extensive experience of press work, including writing and placing articles and op-eds, contacts and the ability to network with journalists;
- Extensive experience of social media and understanding of its use by NGOs;
- Experience of production of publications and other communications material, including press releases, PR material, briefings for journalists, statements, policy papers, etc;
- Strong management skills and experience, including ability to support and motivate staff, and experience of workplanning, performance evaluation, and recruitment;
- Experience of managing service and consultancy contracts and ensuring delivery;
- Experience of strategy development, objective setting, and delivery of agreed results.

### Essential Skills

- Excellent drafting and oral presentation skills;
- Ability to work within a complex civil society alliance, including negotiation skills, and the ability to draft and promote compromises;
- Ability to work independently and lead a team;
- Ability to organize own workload and that of a team and ability to prioritize based on organizational needs;
- Ability to work with limited administrative support and within the staffing and financial constraints faced by NGOs;
- Excellent IT skills.

### Languages

- Fluent written and spoken English and fluency in at least one other EU or UN language;
- Knowledge of other European languages is an advantage.

### Specific Knowledge

- Good knowledge of refugee protection and the political context of ECRE work.

### Personal Qualities

- Entrepreneurial with high levels of initiative;
- Patient, pragmatic and constructive with a problem-solving approach;
- Flexibility and willingness to work outside of office hours when necessary.

## Terms and Conditions

Fixed-term contract for 12 months from starting date with the possibility of renewal and eventual transition to a permanent contract (subject to delivery of results specified). Salary range: EUR 2700 to 3200, plus additional holiday pay, insurance, transport and meal allowances.

Please send a copy of your CV (maximum two pages) and a cover letter explaining why you are qualified for the position and the date you are available to start work to Leonie Jegen (ljegen@ecre.org) by 13 October 2016, stating "Senior Communications Coordinator" in the subject heading. Interviews will take place during the week of 17 October.