

JOB TITLE: COMMUNICATIONS OFFICER

May 2022

BACKGROUND INFORMATION

Founded in 1983, the Red Cross EU Office (RCEU) is a membership office representing the 27 National Red Cross Societies in the EU, the Norwegian Red Cross, the Icelandic Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC).

RCEU helps to coordinate relations between its member organisations and EU decision-makers and stakeholders, sharing their extensive expertise in supporting vulnerable people and communities within and outside the EU. Based on our members' practical insights and technical experience, we promote the dignity and wellbeing of vulnerable people by facilitating and voicing common positions and recommendations towards the EU and Member States. We also monitor European developments that could impact the implementation of our members' work, as well as supporting them to prepare joint proposals to access EU funding.

For more information, please visit <https://redcross.eu/>. You can also connect with us via [Facebook](#), [Twitter](#), and [LinkedIn](#).

JOB PURPOSE

Working under the guidance of the Acting Head of Unit, the Communications Officer will support RCEU and its members with regards to external and internal communications. She/he will support in the management of RCEU social media accounts, produce content for the public website and social media, and contribute to reaching RCEU and members' EU visibility and advocacy objectives. She/he will be responsible for writing and editing high quality content in English (for a wide range of tools and channels).

The Communications Officer will partake in the planning, development, delivery and monitoring of RCEU communications activities, in line with the Red Cross EU Strategy 2022-2027.

KEY RESPONSIBILITIES

In accordance with RCEU's three strategic goals, the Communications Officer will work with colleagues from other RCEU units and member organisations to:

Heighten Red Cross influence

- Source, draft and upload content for the RCEU public website based on Red Cross positions and contributions to EU policies and actions, sources from RCEU members and self-generated news.
- Advance RCEU social media communications and advocacy efforts by sourcing, designing and supporting in disseminating content for different platforms and generating regular analytics reports.
- Support the development of RCEU positioning, messaging and publications, as well as the public-relations aspects of external events.
- Support the team to develop key messages.
- Edit publications, statements and other public-facing documents to ensure accuracy and clarity, rewriting and restructuring text to improve readability and language.

Increase EU resourceswww.redcross.eu

Representing National Red Cross Societies in the EU, the United Kingdom, Norway and Iceland, and the IFRC.

Address

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- Draft and edit web and social media materials to increase the visibility of RCEU members' activities in the field, pilot projects and good practices.
- Ensure the delivery and monitoring of communications in support of members' EU visibility requirements for large-scale programmes.
- Explore and propose new avenues to promote the work of members vis-à-vis EU audiences.

Support RCEU members

- Support the proofreading, editing and drafting of monthly reports for members based on the input of colleagues from other units and of the RCEU Annual Reports.
- Support the planning, development and promotion of joint statements and campaigns on EU issues among members on request.
- Participate in coordination calls with members on communications and advocacy.

CANDIDATE PROFILE

Education

- University degree in journalism, communications, EU affairs, international relations, or similar.

Experience

- At least 2 years' professional experience in communications, journalism, or a related field.
- Experience in writing for web, as well as developing and updating websites.
- Demonstrated community management and use of social media for advocacy purposes.
- Experience/knowledge of the work and policy processes of the EU institutions - preferred.
- Experience with the International Red Cross Red Crescent Movement, a membership office, or another civil society organisation – preferred.
- Interest in advocacy and in promoting the rights and needs of vulnerable people and communities.

Skills

- Excellent written English, editing and proof-reading skills; able to translate complex information into clear and accessible messages.
- Strong interpersonal and communication skills; can work independently, but also as part of a multinational team.
- Good time-management and organisational skills; able to coordinate different projects and meet tight deadlines.
- Solid PC skills (Office, Online tools, Content Management Systems).
- Familiarity with Adobe Creative Suite (particularly Photoshop and InDesign) – preferred.

Languages

- Native level written and spoken English.
- Good command of another EU language is an asset.

TERMS AND CONDITIONS

- Maternity cover from August 2022 to March 2023. "Contrat de Remplacement" subject to Belgian Social Legislation.
- Based in Brussels, Belgium, with occasional travel within Europe.
- Full time position of 38 hours per week.

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- The gross salary is EUR 3000. In addition, we offer extra RCEU holidays, pension scheme, health insurance, meal vouchers and work-related public transport costs.

Application procedure

Please send your CV (max. two pages), a cover letter (max. one page) and an unedited example of your written work (max. one page) in English to HR@redcross.eu by midnight CET on 6 June 2022.

Please include the job title and your full name in the file names, and mention “Communications Officer” in the email subject.

Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted for an interview.

If you do not hear back from us by 30 June 2022, unfortunately your application has not been selected.

The preferred starting date is 1 August.

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