

**JOB TITLE: COMMUNICATIONS OFFICER (MATERNITY COVER)**

March 2024

**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 Head of the Communications Unit, the Communications Officer will support RCEU and its members with regards to external and internal communications. She/he will manage RCEU social media accounts, produce content for the public website, and contribute to reaching RCEU and members' EU visibility and advocacy objectives. She/he will be responsible for RCEU's internal communications, including overseeing regular information-sharing with members via the intranet and other dedicated tools.

The Communications Officer will partake in the planning, development, delivery and monitoring of RCEU communications activities, in line with the 2024 work plan and the Red Cross EU Strategy 2022-2027.

**KEY RESPONSIBILITIES**

- Create 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 – maintaining and updating an editorial calendar.
- Advance RCEU social media communications and advocacy efforts by sourcing, designing and disseminating content for different platforms, generating regular analytics reports and providing training/advice to colleagues and members as needed.
- Support the development of RCEU positioning, messaging and publications, coordinating with external suppliers where needed.
- Support the public-relations and communications aspects of external events.
- Contribute to the development of RCEU's advocacy strategies from a communications perspective, with a particular focus on digital communication – including outreach to new EU decision makers in the upcoming institutional cycle.
- Draft and edit web and social media materials to increase the visibility of RCEU members' activities in the field, pilot projects and good practices.

[www.redcross.eu](https://www.redcross.eu)

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

**Address**

Rue de Trèves 59-61,  
B-1040 Brussels  
Belgium

Tel : +32 2 235 06 80  
Fax : +32 2 230 54 64  
[infoboard@redcross.eu](mailto:infoboard@redcross.eu)

- Ensure the delivery and monitoring of communications in support of members' EU visibility requirements for large-scale programmes.
- Based on input from colleagues in different units, coordinate the development of the monthly newsletter for members and support its editing and dissemination.
- 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.
- Contribute to tracking the communications outputs to feed into the RCEU Office M&E framework.

## CANDIDATE PROFILE

### Education

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

### Experience

- At least 3 years' professional experience in communications, journalism, or a related field.
- Experience in writing for web, as well as in developing and managing websites.
- Demonstrated community management and use of social media for advocacy purposes.
- Background in handling communications aspects of events.
- Interest in advocacy and in promoting the rights and needs of people and communities experiencing vulnerability.
- Experience/knowledge of the work and policy processes of the EU institutions – preferred.
- Experience with the International Red Cross and Red Crescent Movement, a membership office, or another civil society organisation working at EU level – preferred.

### Knowledge and Skills

- Ability and willingness to work in a team
- Excellent communication skills, including solid writing/editorial expertise
- Computer literate and strong digital knowhow
- Organised, with ability to meet tight deadlines

### Languages

- Native level of spoken and written English.
- Good command of at least another EU language.

## TERMS AND CONDITIONS

- Maternity cover from May 2024 to November 2024. "Contrat de Remplacement" subject to Belgian Social Legislation.
- Full time position of 38 hours per week.
- Based in Brussels, Belgium, with potential occasional travel within Europe.
- The monthly gross salary ranges between EUR 2,700 and EUR 3,000, depending on experience. We further offer an attractive compensation and benefits package.

[www.redcross.eu](http://www.redcross.eu)

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

---

#### Address

Rue de Trèves 59-61,  
B-1040 Brussels  
Belgium

Tel. : +32 2 235 06 80  
Fax : +32 2 230 54 64  
[infoboard@redcross.eu](mailto:infoboard@redcross.eu)

---

### 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) – all in English to [HR@redcross.eu](mailto:HR@redcross.eu) by midnight CET on 7 April 2024.

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 to take place on the week of 15 April.

If you do not hear back from us by 30 April 2024, unfortunately your application has not been selected.