



JOB DESCRIPTION

COMMUNICATION AND CAMPAIGN OFFICER

Who we are?

The European Civic Forum (ECF) is a transnational network that brings together over 100 associations and NGOs across 27 countries in Europe and is actively working to promote civic and popular ownership of Europe, to foster citizens' participation and the emergence of a European public space where the role and influence of civil society are fully recognized through the setting up of a genuine European civil dialogue.

What we stand for?

Since its creation in 2005, the European Civic Forum has been particularly working to:

- Enable **civic participation** through citizens' associations and movements **for a Europe** grounded on **Equality, Solidarity and Democracy** that guarantees effective access to rights for all
- Support the **structuring of European civil society movement** through alliance building, collective thinking and joint campaigning for the common good
- Fight for the institutional recognition of civil society through the setting up of a genuine **European civil dialogue**
- **Monitor and analyse** the evolution of civil society space in Europe via the **Civic Space Watch**

How we take action?

- We connect civil society actors transnationally and cross-sectorally through conferences, forums, alliances, working groups
- We participate in civil dialogue structures at European level
- We advocate and campaign for the recognition of civil society organisations in the policy making process at European, national or local level

Please feel free to visit our [website](#), as well as [Civic Space Watch](#) and read our last [annual report](#) for more information about ECF and our activities.

JOB DESCRIPTION

The ECF secretariat is composed of a small but dynamic and multi-task team, responsible for the implementation of the work programme and the day-to-day management of the network. Team spirit, empathy and care, mutual respect and trust are values at the core of our work with others, within the secretariat, the governance team and the wider network!

We are currently seeking a communications and campaign officer with good knowledge of EU policies, institutions and functioning and first-hand experience in the NGO sector, able to work effectively in English (other languages are an asset).

The communication and campaign officer will be reporting to the ECF Secretary General, under the coordination of the Communication & Membership coordinator and contribute to support ECF Brussels office in improving the visibility and outreach of ECF activities. The post holder will particularly focus on external communication and outreach-related tasks but will also support the background research related to ECF advocacy. He/she is a creative person, with an appetite for graphic design, transmedia and visual communication.

MAIN RESPONSIBILITIES:

Improve the visibility of the European Civic Forum, the Civic Space Watch and related ECF work through digital communication and social media, press relations

- Curate and create written and video content: writing articles, newsletters, communications materials, videos and interviews for Civic Space Watch and ECF website, social media channels
- Contribute to the development and implementation of an organisation-wide communications, media and PR strategy to disseminate ECF work
- Design, or manage, in relation with external service providers, graphic content in line with ECF visual charter (to be renewed)
- Maintain up to date records of communications, analytics, data basis of contacts and monitor any known outcomes and impact of communications. Produce reports and analysis about communications for grant reporting.

Campaigning

- Support the building of campaign strategies.
- Develop communication and community-building for the Civic Pride Campaign.
- Contribute to project planning, record-keeping, and other general administration.

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive. Other punctual tasks may include contributing to proof-reading, assistance on promotional events.

CANDIDATE PROFILE

- Educated to degree level or equivalent experience
- Minimum of three years' experience of working in communications in a multi-cultural environment
- Interest in the civic sector, passion for advancing the cause of civil society and human rights
- Sound knowledge and interest in the functioning of the EU and its policies
- Excellent writing, story-telling and analytical skills (the working language is English)
- Ability to analyse complex sets of information and reveal trends
- Proven ability to produce meaningful and high-quality communications for a various range of audiences
- Experience of working with relevant communications channels (mailchimp, social media)
- Excellent command of graphic design tools (Indesign, Photoshop, Premiere Pro...)
- Experience of writing website content and using web software
- Social media proficiency and community building tools
- Strong interpersonal skills and ability to work as part of a diverse team
- Adaptability, high level of autonomy, good organisational skills
- Knowledge of another language is an asset

TERMS AND CONDITIONS:

The ECF is an equal opportunities employer, committed to workplace diversity and inclusion of people from diverse backgrounds, abilities, and experiences. We strongly encourage qualified candidates from diverse backgrounds to apply!

1. Location

Post holder will join the permanent staff team based in Brussels (rue du Congrès 13) and composed of a Communications and membership coordinator, a Research and advocacy coordinator, an Admin and Finance officer and trainee(s). Post holder will report to the ECF Secretary General, based in Paris.

2. Duration

Undetermined period contract to start as soon as possible.

3. Remuneration

3 000 € gross per month. 70% of public transport within Brussels, pécule de vacances, end of the year bonus.

Annual leave: 20 days of annual leave, plus one week during winter holidays. Bank holidays that fall on Saturdays or Sundays are recovered.

4. Working hours

Full time position: 38 hours per week (5 days). This position requires some flexibility of working hours, mainly due to traveling. Hybrid office presence and teleworking conditions, with two teleworking days per week.

TO APPLY

Please send your CV and covering letter in EN by e-mail to ECF Director, Alexandrina Najmowicz (anajmowicz@civic-forum.eu) by 13th July 2022 at the latest.

Please note that we will be able to contact only short-listed candidates.

Online interviews with selected candidates will take place between 14th and 25 July 2022.