



Communications Officer – Vacancy (Brussels) EQUINET – European Network of Equality Bodies

Application package

1. GENERAL INFORMATION

EQUINET, the European Network of Equality Bodies, brings together specialized equality bodies from across European countries to promote equality and combat discrimination in the areas covered by the EU Equal Treatment legislation (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation).

Equinet seeks to **recruit a Communications Officer** to provide effective communications and information services to Equinet's members on issues relevant to the European equal treatment and non-discrimination agenda, and to support and contribute to the work of the Brussels-based Equinet Secretariat.

The Communications Officer will be responsible for the development, implementation and monitoring of the overall Equinet communication strategy aimed at facilitating effective internal network communication as well as external communication with EU institutions, key stakeholders and contacts across Europe.

The successful candidate is to coordinate the production, distribution and maintenance of communication products including Equinet publications, website and monthly e-newsletter on equality and non-discrimination developments across Europe.

The Communications Officer will work in close collaboration with the Policy Officer to facilitate the adequate provision of the Equinet Working Group *Communication Strategies and Practices* with information and practical support, helping working group members to produce reports and implement activities.

The Communications Officer reports to the Executive Director of Equinet, who heads the Equinet secretariat, and will work closely with the other staff members, within the overall tasks and responsibilities of the Equinet secretariat.

The role requires a good knowledge of and track record in providing and promoting communication and information tools and services in an international environment. It also requires knowledge of and experience in publications, website and database management. The successful applicant should have excellent English language and computer skills, possess creative flair, be a good communicator and proficient in French.

This is **fulltime post** to be performed at the **Equinet secretariat, located in Brussels, Belgium**. Equinet offers a Belgian employment contract (salary range € 2600-3100 gross per month according to level of experience and expertise, contract including additional *holiday payment* and a *13th month*) and secondary employment benefits (*meal vouchers*). The **starting date** will be **as soon as possible** (indicatively February 2012).

EQUINET is an equal opportunities employer and is committed to equal opportunities irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability.

2. JOB DESCRIPTION

Overall responsibilities

Provide effective information and communication services to support and contribute to the work of Equinet's Secretariat and Member national equality bodies, primarily through:

- Preparation of Equinet publications and promotional material
- Management and update of the Equinet website
- Internal communication and exchange with member organisations
- Development of specialised training events addressing topical communication issues
- Coordination of a working group comprised of communications staff members from member organisations
- External communication with EU institutions, key stakeholders and other contacts

Publications and promotional material

- Lead the preparation, editing, translation, proofreading and printing of Equinet publications, reports and other documents, as required (including facilitating a coherent Equinet house style).
- Draft and prepare information and Equinet publicity materials for various target audiences (with the inputs of Equinet staff and members).

Website and E-Communications

- Maintain, produce, and process website content using a Content Management System (with inputs of Equinet staff and members).
- Ensure, promote and facilitate posting on the website of relevant and timely information and documentation from sources within and beyond the Equinet Network.
- Generate and facilitate information exchange and debate on relevant issues among members through monitoring and promotion of internal e-forum
- Develop and prepare the Equinet monthly e-newsletter with inputs of Equinet staff and members, and disseminate it to subscribers and members.

Specialised Training events

- Develop, under guidance of the executive director and support of the policy officer, training events addressing topical communication issues, i.e. elaborate training agenda, identify and contact training speakers and trainers, ensure effective implementation of the training methodologies.

Equinet Working Group 'Communication Strategies and Practices'

- Ensure effective communication and collaboration between the Equinet secretariat and working group 'Communication Strategies and Practices'
- Contribute to the planning, implementation and evaluation of the network's Working Groups and related services and ensures the development and regular updates of the operational (annual) plans of the Working Groups (together with the policy officer)
- Assist, with the close support and collaboration of the policy officer, the working group 'Communication Strategies and Practices' in performing its activities by:
 - giving guidance, in consultation with the director, and assistance in drafting plans of activities/ work plans,
 - providing guidance and instruction to the Working Group in preparing publications and other products,
 - preparing and taking part in the meetings of the working group and facilitating all its activities (together with the moderator)
- Perform an overall helpdesk function for new members of the working group

Information and Documentation

- Develop a categorised database of stakeholders and media contacts for Equinet.

- Support the preparation and ensure appropriate distribution of Equinet statements and news releases (with the input of the Board, director and policy officer).
- Monitor EU and international projects and funding opportunities of relevance to Equinet members, and make the information available to the network.
- Develop a mechanism to monitor media coverage of equal treatment issues relevant to specialised equality bodies in mainstream European channels.

Events

- Attend relevant meetings, seminars, conferences etc. and prepare presentation materials and reports/minutes as required.
- Be actively involved in the planning, organisation and reporting of Equinet Annual General Assembly, training events, Working Group meetings and other events.

3. PERSON SPECIFICATION - Requirements

Essential requirements (education, experience, knowledge and skills)

- Relevant further education (e.g. relevant degree or technical qualification in communications, public relations, journalism).
- At least 2 years work experience in communications (media/journalism) preferably in an international/European network or a membership organisation.
- Native-level fluency in English (spoken and written language) and good level of proficiency in French.
- Experience in developing and implementing communication strategies
- Experience in managing the production of communications materials (including coordination of suppliers such as graphic designers, translators and printers).
- Excellent writing, presentation and communication skills with demonstrated experience and high standard in drafting articles, editing documents and reporting information in English language.
- Advanced computer skills including web publishing (CMS), database management, data security, graphics, word-processing, publishing and basic ICT support.
- Excellent interpersonal skills to build strong relationships with member organisations staff and external contacts.
- Excellent organisational and administration skills with an eye for details, a creative flair and a sense of initiative
- Personal commitment to non-discrimination, equal opportunities and human rights
- Ability to perform multiple concurrent tasks
- Ability to work with professionals in an international and multicultural environment

Desirable / assets (useful additional experience/knowledge)

- Experience of working in an international/European network or membership organisation.
 - Knowledge of and experience in project cycle management
 - Experience in communication/writing on and knowledge of EU social affairs and equal treatment/non-discrimination issues.
 - Knowledge of modern communications practices and interest in social media.
 - Microsoft or equivalent accreditation in relevant computer software (e.g. Desktop publishing, Internet and Intranets, Website software, Database software)
 - Additional language skills
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4. APPLICATION PROCEDURE

To apply, please send a **cover letter and CV (in English) to jobs@equineteurope.org** (or Equinet Secretariat, 138 rue Royale, B-1000 Brussels, Belgium) addressed to the Executive Director and **clearly marked "Application – Communications Officer" before 21 December 2011 (12.00 CET)**

Interviews and written tests for shortlisted applicants only are planned to be held in Brussels on Wednesday 11 and Thursday 12 January 2012. We regret that only shortlisted candidates will be contacted.

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More information about Equinet: www.equineteurope.org