



VACANCY Communications Officer

- *Can you support a dedicated group of people and offices to express more clearly the plight of refugees in a challenging public environment?*
- *Are you good at networking, clarifying key messages and engaging people in communications activities?*
- *Are you a creative and out-going strategic thinker?*

Then this can be of interest for you!

Position Summary

The Communications Officer is a new position in the JRS Europe team. The main task is to develop and implement a communications strategy for JRS Europe that is initially linked to our advocacy activities. The Communications Officer comes with a sound experience in strategically defining messages, audiences and communications targets. He/she builds on the JRS experiences of accompanying forcibly displaced persons across Europe and is able to transform them into manageable communications projects for a network. The Communications Officer is responsible for developing internal and external communications tools such as newsletters, websites, news releases and public events. He/she is also the main media contact for JRS Europe in Brussels and is assisted by a media intern. In the initial period the Communications Officer will collaborate with an external consultant on strategy and an internal advisory group that secures sufficient input from JRS offices around Europe. It is important that you have gained a first working experience at a *strategic* level and that you have acquired relevant experience over a minimum of five years. At a later stage we would like to link communications also to our fundraising efforts.

About JRS Europe

The Jesuit Refugee Service is an international Catholic organisation. Its mission is to accompany, to serve and to advocate for refugees and forcibly displaced people. The JRS Europe team in Brussels shares this mission by engaging in policy and advocacy work, project management, fundraising, communications and coordination. The policy work focuses on forcibly displaced people who suffer from administrative detention, destitution and the externalisation of European border management and asylum. Awareness raising projects include the Pedro Arrupe Award, an education project with secondary schools across Europe. Communications work is today closely linked to our advocacy activities and includes the publication of material for various audiences, internal and external newsletters, media relations and the coordination of central messages with other JRS offices in Europe. JRS Europe wishes to extend its present communications activities into a more fully-fledged strategy.

The JRS Europe Regional Office has on-going working relationships with relevant EU institutions, UNHCR, and NGOs from a variety of backgrounds. The JRS Europe Regional Office coordinates activities of 13 JRS country offices. The Brussels-based team includes five permanent staff, one intern, and several volunteers.

Key Responsibilities

The Communications Officer reports to the Policy and Communications Coordinator and is fully part of the advocacy and communications team. The following key responsibilities are foreseen:

Communications Strategy Development

- Leadership for the systematic development of a communications strategy for the JRS Europe network, including its design and implementation at all stages
- Building and monitoring of the central messages of JRS across its European region
- Extension of the current base of audiences for the JRS Europe Regional Office and establishment of the necessary technical tools
- Contribution to the definition and implementation of awareness raising projects
- Liaising with the JRS International communications section

Media Work

- Facilitation of media contacts with Brussels-based media and maintenance of a media contacts database
- Preparation of press releases and media-oriented documentation for public events

Newsletters and Publications

- Preparation and revision of internal and external newsletters
- Collaboration towards publication of communications material linked to advocacy, annual report and general information materials

Website

- Relaunch of the JRS Europe website and transfer to the JRS International website
- Regular updating of website content and monitoring of the JRS Europe website

Person Specification

The post-holder will have the following essential experiences, skills, knowledge and abilities:

- Permission to work in Belgium. JRS Europe is not in a position to obtain a work permit for any applicant;
- Sympathy with the JRS vision, way of working and values;
- Ability to speak and write fluently in English at the level of a native speaker;
- Demonstrable work experience in designing and implementing a communications strategy in a social field;
- Demonstrable work experience in media work and the monitoring of its outcomes;
- Ability to work with MS Word, InDesign, website platforms and print publication programmes;
- Ability to manage several tasks simultaneously in a busy office environment and to meet deadlines;
- Good organisational and communications skills to work in an intercultural environment;
- Good networking skills.

The following desirable experiences, skills, knowledge and abilities are an advantage:

- University studies or formal training in communications and media;
- Experience with working in a European NGO;
- Familiarity with the field of asylum and migration;
- Working knowledge of additional European languages, especially French, but also Spanish and German;

Terms of appointment:

- The position is offered at the level of 66% (25 hours) with the possibility of extension to a full-time contract (37.5 hours per week).
- We offer initially a temporary contract for three years.
- The applicant must demonstrate that he/she has the permission to work in Belgium.
- Preferred starting date: as soon as possible and no later than May 1st, 2012.
- Salary according to the JRS Europe salary scale, depending on previous experience approximately €2,600 full-time gross salary per month. All conditions and additional benefits are according to Belgian legislation.

How to Apply

Please send a comprehensive letter outlining your suitability for the position and a CV in English to Michael Schöpf, Regional Director, at the following e-mail address: europa@jrs.net Your letter must include the names of three referees. Incomplete applications and applications sent by post cannot be considered.

Deadline for application: 19 February 2012, 24:00 CET

Interviews for shortlisted candidates are scheduled for Monday, 5 March 2012, at the JRS Europe Office in Brussels.

For further information about the work of JRS Europe please visit our websites: <http://www.jrseurope.org> and <http://www.detention-in-europe.org>

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