

TERMS OF REFERENCE: OUTREACH AND COMMUNICATION OFFICER (Maternity Cover)

Job Title: Outreach and Communication Officer (Maternity Cover)

Department: Programs

Reports To: Head of Programs and Partnerships

PURPOSE OF THE POSITION

The Outreach and Communication Officer is responsible for implementing ProtectDefenders.eu's communication, visibility, and advocacy strategies and workplans. This role involves managing external communication channels – including website and social media, developing materials, and organizing events to enhance the organization's outreach and influence. The officer will also play a role in implementing advocacy activities and workplans, reinforcing engagement with policy makers and key stakeholders to advance ProtectDefenders.eu's mission. The officer will work closely with program staff, Consortium members, civil society, and EU institutions to ensure the effective delivery and promotion of ProtectDefenders.eu's initiatives. Additionally, the Officer will participate as a member of the EU Temporary Relocation Platform (EUTRP) coordination team.

KEY RESPONSIBILITIES:

1. Implementation of Communication and Visibility Work-Plan and Activities:

- Implement a comprehensive communication and visibility work-plan.
- Manage ProtectDefenders.eu and EUTRP websites, ensuring timely and relevant content updates.
- Create and disseminate communication materials, including newsletters, press releases, reports, outreach materials, and social media content.

- Ensure PD.eu visual identity consistency and visibility across all communication channels.

2. Implementation of Advocacy Activities:

- Under the mandate of the Consortium, implement advocacy activities on selected topics and issues in collaboration with relevant consortium working groups - including meetings, materials, and processes with partners, civil society, and EU/EUMS/other institutions.
- Monitor and analyze policy developments relevant to ProtectDefenders.eu's mission and prepare advocacy briefs and position papers.

3. Event Coordination:

- Plan, organize, and coordinate outreach and communication-related ProtectDefenders.eu events, including conferences, workshops, and public forums.
- Collaborate with the Operations team to ensure the smooth execution of events.

4. EUTRP Coordination Team Member:

- Act as a member of the EU Temporary Relocation Platform (EUTRP) coordination team in matters related to communication and visibility, and eventually in advocacy activities mandated by the members.
- Support EUTRP-related activities to promote the platform's objectives.

5. Stakeholder Engagement:

- Maintain relationships with key stakeholders, including donors, partners, civil society organizations, and media.
- Foster collaboration and information sharing among consortium members and external partners.

7. Monitoring and Evaluation:

- Track and report on the effectiveness of communication and advocacy activities, including visibility and events budget.
- Use feedback and data to continuously improve outreach strategies and materials.
- Ensure communication and advocacy activities align with the overall objectives and values of ProtectDefenders.eu.

8. Collaborative Projects:

- Work with colleagues across the secretariat and consortium to support joint projects and initiatives.

- Contribute to cross-functional teams to integrate communication and advocacy perspectives into broader program activities.

QUALIFICATIONS:

- Bachelor's degree in Communications, Public Relations, International Relations, or a related field. A Master's degree is preferred.
- Relevant experience in communication, advocacy, or public relations, preferably in the field of human rights or international development.
- Demonstrable proficiency in digital communication tools and platforms, including website management (Wordpress) and social media is required.
- Strong knowledge of communication and advocacy strategies, tools, and best practices.
- Proven experience in designing and implementing communication and advocacy plans.
- Excellent written and verbal communication skills, with the ability to present complex information in a clear and compelling manner.
- Fluent in English; knowledge of additional languages is an asset.
- Ability to travel as required.

SKILLS & COMPETENCIES:

- Strategic Thinking: Ability to develop and implement effective communication and advocacy strategies.
- Creativity: Innovative and creative approach to developing communication materials and campaigns.
- Collaboration: Proven ability to work collaboratively with colleagues, partners, and stakeholders.
- Attention to Detail: High level of accuracy and attention to detail in all aspects of work.
- Adaptability: Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Organizational Skills: Excellent organizational and time management skills, with the ability to manage multiple tasks and deadlines.
- Ability to work independently with a proactive and autonomous approach.
- High level of accountability, attention to deadlines, and detail-oriented work ethic.

- Interpersonal Skills: Strong interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.

STARTING DATE & CONDITIONS:

- Preferable starting date: ASAP
- Duration: 7 or 8 months depending on start date
- Salary in line with Belgian legal requirements and internal policy, based on candidate's experience : 2850-3150 EUR/month gross (Full time). Other benefits include: transportation allowance, meal vouchers and pro rata 13th month salary. Health insurance is not covered for short term contracts.
- A consultancy contract may be considered.
- The position is based at the Secretariat of ProtectDefenders.eu, in Brussels. Applicant must have the right to work in Belgium.
- Occasional travel may be required to meet with partners, stakeholders, and attend events.
- The Outreach and Communication Coordinator may be required to work outside regular office hours to meet project deadlines or attend meetings and events.

HOW TO APPLY?

Please send your CV and cover letter (please include information about your availability) as soon as possible before 15 April 2025 by email at recruit@protectdefenders.eu with the subject: 'Comm & Outreach Officer (MC) - Your surname'.

Applications will be reviewed on a rolling basis and the position may be filled before the deadline.

Please note that only short-listed candidates will be contacted.

Interviews will be held online and in-person.

ProtectDefenders.eu is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive and diverse work environment.