**EUROPEAN ANTI-POVERTY NETWORK (EAPN)**

**Application Pack for position of Communications Officer 2016**

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### 1) JOB DESCRIPTION – COMMUNICATIONS OFFICER

4 day a week position - reporting to the Director

**JOB DESCRIPTION:** While the person employed might be expected to implement work in all of the areas identified in this job description, it will be necessary to agree annual work programmes with the person who takes up this position to make priorities for the work to be undertaken and to see how best to share when possible some of the responsibilities with other staff members.

**Main tasks and responsibilities**

* Overall coordination of the Communications activity of EAPN, liaising with Director
* Coordination of EAPN’s internal and external communications strategy
* Implementation of communications strategies

**Publications**

* Coordination with relevant staff members, support with editing and proofreading of EAPN publications
* Coordination and production of EAPN publications and information material
* Layout production (or coordination with external graphic designer)
* Production and updating of publications’ templates

**Online tools**

* Website design (with external designer) and ongoing maintenance
* Coordination with other staff members to develop website content
* Promotion of the website content
* Development and maintenance of social media
* Development of online materials for projects

**Press & media relations**

* Develop relations with the press / media database
* Draft and issue press releases
* Organise press conferences / briefings
* Promotion of EAPN’s activities (drawing attention to reports, seminars etc.)

**Campaigns**

* Helping to design, coordinate and carry out EU-wide campaigns

**Events**

* Drafting of communications plans
* Coordination and production of communications and press work
* Identification and production of communications tools

**Other tasks**

* Take part in the drafting of activity reports, to the EAPN General Assembly and the European Commission
* Keep in touch with National Networks in view of publications or press conferences taking place on the occasion of seminars, conferences, General Assemblies.
* Any other task assigned by the Director.

### 2) PERSON SPECIFICATION

**Knowledge & Skills**

*Essential:*

* Excellence in English with an ability to communicate messages in writing and orally. The ability to communicate in writing and orally in French. The ability to speak other EU languages would be greatly desirable.
* Excellent analysis and synthesis skills
* Excellent computer literacy of Office Suite and knowledge of Information and Communications Technologies and tools
* Development and maintenance of programmes for lay out and presentation of documents
* Ability to work as part of a team while being self-supporting
* Creativity for both visual outputs (layout of publications and other visual outputs) and in writing
* Knowledge of issues related to economic and social rights, particularly to poverty and social

Exclusion and knowledge of policy making processes

**Experience**

*Essential:*

* Experience in a similar position of at least 3 years
* Experience in developing communications strategies
* Grounded experience in specific web programmes (website content management systems notably such as Wordpress, Joomla) and presentation of documents
* Experience of the world of NGOs. Experience of working in a European environment would be desirable.

**Special condition**: Available to travel when appropriate

### 3) JOB CONTEXT AND REMUNERATION PACKAGE

**EAPN**

Information on EAPN can be found at [www.eapn.eu](http://www.eapn.eu)

**EAPN Staff Team**

The person will be part of a staff team of approximately 8 people (not all of whom are full time).

He/she will liaise with a network of very diverse members from across the EAPN National Networks and European Organisations.

**Remuneration Package**

The person will be employed under the Belgian law with Belgian employment conditions. Consideration can be given to secondment arrangements from an existing employer.

The gross salary scale applicable to this position ranges from 2320 to 2830 Euro monthly, depending on relevant experience. There are 20 days holidays per year and ‘time in lieu’ arrangements for extra hours worked (normally taken during Christmas and Summer holiday periods). Further benefits include  a thirteenth month, double holiday pay, a forfaitary amount of 123,95€ on top of the monthly salary for expenses related to the job, reimbursement of public transport to come to work, meal vouchers, an extra-legal pension fund and hospital insurance.

### 5) APPLICATION DETAILS AND FORM FOR POSITION OF COMMUNICATIONS OFFICER

Confidential

All information given on the application will be treated in a confidential manner.

Please note that this front page containing your personal details and declaration will be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the following pages.

**Submitting your application**

Please return the **completed application form** (see below) in word and pdf formats to Sigrid Dahmen, Office Manager, EAPN at the following email address: [sigrid.dahmen@eapn.eu](mailto:sigrid.dahmen@eapn.eu)

**No other documents** should accompany this application.

Closing date for receipt of applications: **23 May 2016**

If you do not receive an email confirming the receipt of your application within three working days then please contact Sigrid Dahmen at the following number: **00 32 2 226 5850**

Interviews will be held in Brussels on **Monday - 20 June 2016**

**APPLICATION FORM**

**1. CONTACT DETAILS**

Forename(s) or given name:Surname:

Preferred title: Ms / Mr Other:

Home address: Postcode: Country:

Telephone: (home): (daytime/work): Mobile:

Email address:

May we use these phone numbers and/or email address to communicate with you about this application? Yes / No (please specify which ones)

***Declaration***

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

Signed Date

**2. EDUCATION**

General education (schools from age 11)

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| --- | --- | --- |
| **NAME AND ADDRESS OF SCHOOL** | **FROM/TO** | **QUALIFICATIONS OBTAINED (LEVEL AND GRADE)** |
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Further/higher education

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| --- | --- | --- | --- |
| **NAME AND ADDRESS OF COLLEGE/ UNIVERSITY** | **FROM/TO** | **FULL-/ PART TIME** | **QUALIFICATIONS OBTAINED** |
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**3. TRAINING AND DEVELOPMENT**

Please give details of any training courses attended which are of direct relevance to your application.

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| --- | --- | --- | --- |
| **COURSE TITLE** | **FROM/TO** | **COURSE PROVIDER** | **QUALIFICATIONS OBTAINED (LEVEL AND GRADE)** |
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**4. PRESENT AND PREVIOUS OCCUPATIONS**

Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.

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| --- | --- | --- |
| **EMPLOYER’S NAME AND ADDRESS (please start with current/most recent)** | **FROM/TO**  **(month/year)** | **POSITION HELD INCLUDING BRIEF DESCRIPTION OF YOUR DUTIES** |
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**Current salary (gross):**

**5. LANGUAGES**

Please specify your level of competence within a range of 1 to 5 (with 5 being the highest).

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| **LANGUAGE** | **SPOKEN** | **WRITTEN** |
| English |  |  |
| French |  |  |
| Others (please specify) |  |  |
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**6. MEMBERSHIP OF TECHNICAL OR PROFESSIONAL BODIES**

**7. PUBLICATIONS**

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| **NAME** | **NATURE** | **DATE** |
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**8.** **WRITTEN REFERENCES**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, email addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

**1)**

Name:

Position:

Email Address:

Telephone number:

What is your connection with this referee?

May we approach this referee prior to interview? Yes / No

**2)**

Name:

Position:

Email Address:

Telephone number:

What is your connection with this referee?

May we approach this referee prior to interview? Yes / No

**9. IF SELECTED, WHEN WOULD YOU BE ABLE TO TAKE UP EMPLOYMENT WITH EAPN?**

10. PLEASE USE THE SPACE BELOW TO EXPLAIN

Why you want this post?

How you believe that you fulfil the necessary requirements?

What you believe to be the main communication challenges facing EAPN and what do you see as the key strategies to meet these challenges?

***Please continue on a separate page as required.***