Job title: **Communications officer**Reports to: Director
Supervision of: Communication trainee(s)

## What we need the Communications officer to do:

Tell the world about the views and experiences of people with intellectual disabilities and their families in Europe:

* Write articles for our website or other media;
* Promote Inclusion Europe activities on social media; Monitor, share and engage with what our members are saying; React to what others are saying about inclusion;
* Engage with journalists and the media to explore opportunities for Inclusion Europe to communicate.
* Find new way how to communicate what matters to Inclusion Europe.

Prepare and execute campaigns on specific subjects:

* Prepare a plan for the campaign;
* Engage our members and the public to participate in the campaign;
* Deliver the relevant pieces of the campaign (articles, videos, social media posts).

Take care of our communications channels:

* Manage Inclusion Europe websites;
* Manage our social media channels;
* Prepare Inclusion Europe newsletters;
* Prepare and manage creation of videos.
* Prepare Inclusion Europe’s annual reports.

Promote Inclusion Europe events:

* Support designing an attractive programme;
* Promote the event to attract participants;
* Communicate about the event during and after it happened.

Prepare easy-to-read texts:

* For our website
* For our annual report
* For other relevant opportunities.

Prepare and manage communications projects:

* Plan each relevant activity properly and clearly, including the financial aspects using the resources at disposal;
* Execute the projects based on the approved plan.

## We expect Communications officer to work in this way:

Include people with intellectual disability and family members in Inclusion Europe activities in a meaningful and appropriate way.

Communicate in a clear and easy-to-understand way.

Take responsibility for her/his own work.

Work effectively and collaboratively with all colleagues to build good relationships that enable the achievement of Inclusion Europe objectives; support colleagues in their work when appropriate.

Contribute ideas and solutions.

## How we will know Communication officer is working well:

The views of people with intellectual disabilities and families are taken into account by relevant bodies on European level.

Members of Inclusion Europe know about our work, contribute to it in an active and meaningful way.

Members are participating in our communication campaigns and activities.

Inclusion Europe newsletter subscriptions and social media reach and engagement are stable or growing.

Media coverage of Inclusion Europe is stable or growing.

Relevant activities are done in a way and time that was expected and planned.

## Qualifications

**Essential formal qualifications**

Minimum 2 years of professional experience with communications work.

Permission to work in Belgium: EU nationality, or work permit valid at the date of application.

Clear communication in English both oral and written.

**Essential skills, knowledge and experience**

Knowledge of European-level media relevant to Inclusion Europe, and of the way they work and how Inclusion Europe can engage and communicate with them.

Good communications and interpersonal skills; ability to develop and maintain relationships with a wide variety of stakeholders.

Computer literacy at level relevant for the job (Microsoft Office 365 applications; Wordpress, social media).

Ability to plan, prioritise and organise a complex workload.

### Skills and experience we would appreciate

Clear communication in French as well as other languages.

Experience, engagement with the inclusion movement or with disability organisations.

## Contract, pay and working conditions (offer)

A **full-time** job on a **permanent** basis (no fixed end to the contract).

M**onthly pay € 2,966** (gross)plus **benefits:**

* 1 extra month of pay (13th month);
* Meal vouchers;
* Allowance for commute to work as applicable.

The position is based in Brussels, Belgium.
The Communications officer will be required to travel in Europe.

The contract is expected to start February/March 2020.

## How to apply for the job

To apply for this job, you need to send to us a cover letter describing:

* Your relevant experience;
* Why you would like to work at Inclusion Europe and how you think you can contribute to what we do;
* What are the pieces of work you are most proud of (relevant to the job)
	+ Attach examples (maximum 3).

The **cover letter must also include this information**:

* Names, contacts for 2 persons who can provide references about you.
* This text:

“I declare that I have the necessary citizenship status or permits to live and work in Belgium. I confirm I am able to travel widely in Europe as required by this job.

I declare that the information provided in my job application is correct; I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.”

Applications without the above information will not be considered.

Send your application to recruitment@inclusion-europe.org with the subject line “Comms March 2020”.

**Deadline for the application: 27 January 2020, 8:00** o‘clock Brussels time.

We will confirm to you by email receiving a full application.
We will not reply to emails which do not have all the required information.

## How the selection of candidates is organised

We will evaluate the applications and decide who we want to invite for an interview.

We will invite the candidates for an interview by email.
The invitations will be sent by 31 January 2020.
We will **not** notify candidates not selected for interview.

**Interviews will be held on 11-12 February 2020.**
These dates are definitive and not for negotiation.
Interviews will take place at Inclusion Europe office, avenue des Arts 3, Brussels.
Online interviews (over Skype or similar) are possible; however, be advised attending an interview in person provides advantage in terms of direct, personal communication.

We will write to every interviewed candidate about the result of the application within 5 working days from the interview.

When we decide which candidate we prefer for the job, we will ask about her or his references.

All communication about this job opening should be directed to recruitment@inclusion-europe.org.