



## COMMUNICATIONS MANAGER (Maternity Cover: 1 Year Contract: January – December 2019)

**Reporting to:** Eurodad Director

**About Eurodad:** The European Network on Debt and Development (Eurodad) works for social justice and an end to global poverty by advocating for transformative yet specific changes to the global financial system, and to democratise global economic governance. We work in close cooperation with our 47 member organisations and allies from the Global South to build powerful coalitions for change. Our current work includes stopping the multinational tax dodging that costs developing countries hundreds of billions of dollars every year; introducing global rules that will put an end to damaging debt crises; and making sure overseas aid and private investment contribute to real development in the poorest countries in the world.

Candidates are encouraged to visit our website: [www.eurodad.org](http://www.eurodad.org) and subscribe to our *Development Finance Watch* newsletter for further information. A summary of our 2015-19 Strategy is [here](#).

**Role Purpose:** The purpose of this role is to lead Eurodad's communications work. This means implementing our Communications Strategy, and updating it if necessary. You will manage relationships with our key media contacts and will be responsible for making all of our external products – including our website, newsletter, social media, briefings and reports – as influential as possible. This will include devising and implementing outreach plans and advising authors on style and structure so that our outputs are read, understood and used by our target audiences.

You also will play a central role in the development and expansion of the Eurodad network, and will devise and deliver a communications and advocacy toolkit for a range of organisations.

Responsible for overall quality control of all communications products, you will undertake significant editing in English as well as helping build the capacity of all Eurodad staff. You will manage a small team, which is currently composed of this position, a Senior Communications Officer and Communications Assistant, but will also work closely with a range of Eurodad policy, advocacy and fundraising staff and with advocacy and communications professionals across the network.

In addition you will support the implementation of Eurodad's fundraising strategy by using your strong writing skills to edit and redraft proposals and reports.

The successful candidate will be an excellent written communicator, with first-class English drafting and editing skills, including structuring written material clearly. He/she will be experienced in writing to a variety of audiences and communicating technical material easily and effectively. They will be used to building relations and working effectively with a wide variety of media contacts.

They will have very strong project management skills – with experience of driving forward the implementation of strategies and workplans. They will also be passionate and highly motivated to work on development finance issues as part of Eurodad's multinational team.

**Key contacts:** Eurodad colleagues, civil society organisations in Europe, Africa, Asia and Latin America, journalists and other communications targets.

**Contract & location:** Brussels-based, maternity cover 1-year contract (from January 2019 to December 2019). Competitive salary depending on skills and experience. Attractive benefits package including a private hospitalisation, dental and ambulatory insurance (DKV), travel insurance, meal-, eco- and giftvouchers and contribution to a private pension plan.

## JOB DESCRIPTION

### A. ENSURING EXCELLENCE IN OUR COMMUNICATIONS PRODUCTS

- Oversee all communications products including the redevelopment of our website; delivery of social media strategies; production of our fortnightly newsletter and production and dissemination of reports and briefings.
- Edit final products to make sure they follow Eurodad's house style and are effective for their target audience, and advise authors throughout the process.
- Build the capacity of colleagues who are producing communications content (writing web articles, briefings etc) and speaking to communications targets (journalists, influencers etc).
- Draft press releases, communications materials and summaries of key documents when necessary for communications purposes and manage social media platforms.

## B. DEVELOPING AND IMPLEMENTING EURODAD'S COMMUNICATIONS AND NETWORK STRENGTHENING STRATEGY

- Ensure that Eurodad's communications work maintains its strategic focus and that our Network Strengthening Strategy is successfully implemented. This will include ensuring we are focused on influencing our target audience, and ensuring that our communications strategy and guidelines are implemented.
- Ensure effective dissemination of all communications products so that they are read by, used by and influence their target audience. This will include managing translation and dissemination in relevant languages.
- Develop and disseminate a Communications and Advocacy toolkit as part of our Network Strengthening Strategy.
- Ensure effective systems to monitor and evaluate all communications outputs.

## C. MANAGING RELATIONSHIPS WITH MEDIA AND OTHER KEY CONTACTS

- Support key advocacy moments (such as external decision making points) by designing and implementing appropriate communications plans.
- Maintain strong relationships with key journalists and media outlets and build new relationships.
- Work collaboratively with colleagues in member or allied organisations to help magnify our impact.

## D. MANAGEMENT AND TEAM SUPPORT

- Ensure funding reports and proposals are clearly written for the target audience, including advising drafters, and editing.
- Line manage a Senior Comms Officer and a Comms Assistant.
- Provide support for strategic management processes, including Management team meetings, Away Days, Quarterly Reviews, Board meetings and General Assemblies.
- Support colleagues and assist with the day to day running of the office, as required, including liaising with suppliers as necessary.

## ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

### 1. ESSENTIAL SKILLS

- *A first class communicator:* with a truly excellent standard of written English, including ability to tailor language to suit the audience and copy edit to a very high standard.

- *Very strong organisational and management skills:* ability to plan, organise, coordinate and ensure the delivery of outputs to high standards on time.
- *Strategic-minded communicator:* Ability to focus work on delivering effective communications strategies that influence key target audiences, and support advocacy work.
- *Excellent networker with first class interpersonal skills,* including ability to build strong relationships with key external targets, work collaboratively under pressure, and help develop the capacity of colleagues.

## 2. ESSENTIAL EXPERIENCE AND KNOWLEDGE

At least eight years' experience of working in Communications and management.

Specifically:

- Designing and implementing communications strategies.
- Managing relationships with key media contacts, preferably on the EU level.
- Managing digital communications.
- Line-management, output delivery coordination and team workplanning.
- Drafting and producing newsletters, web content or other communications products, in English, ideally for a policy audience.
- Editing and ensuring quality control of written communications products.
- Educated to at least degree level in a relevant subject.
- Experience of working with websites and on social media campaigns.
- Computer literate and familiar with standard applications such as MS Office.

## 3. DESIRABLE EXPERIENCE

- Previous communications experience in an advocacy or campaigning civil society organisation.
- Work experience related to development finance policy issues, and understanding of contemporary development and development finance debates.
- A good understanding of Eurodad's cross-cutting priorities: gender, global economic governance, and responsible finance standards, which are integrated across all our work areas.
- Awareness of diverse civil society tactics.
- Knowledge of French, German, Spanish or other major European languages.

## 4. COMMITMENT TO EURODAD'S OBJECTIVES AND WILLINGNESS TO TRAVEL