



**Quaker
Council for
European
Affairs**

COMMUNICATIONS COORDINATOR

Part-time (0.5 FTE), Brussels

Use your communication skills to build a more peaceful, just and sustainable world

Since 1979 the Quaker Council for European Affairs (QCEA) has promoted a global vision of just and peaceful relationships to the European institutions. QCEA is deeply rooted in the experience of its supporters, and the Quaker tradition that began in the 1650s. We advocate non-violent approaches to conflict resolution, promote policies that respect the intrinsic equality of all people everywhere, and try to ensure that European policy sustains the planet's resources and the lives of all those who share them.

As part of a plan to increase our impact in Brussels, a new role of Communications Coordinator has been created. The role-holder will improve our engagement with supporters, partners and European institutions.

The successful candidate will have excellent political awareness, including a good understanding of EU policy-making. Supported by our subject experts, the successful candidate will translate technical and institutional jargon into understandable and engaging language. The ability to write good copy is important.

Reporting to the Representative (head of office), the Communications Coordinator is a member of the small team based at Quaker House, Brussels. The role-holder will benefit from collaborative relationships with counterparts in other Quaker agencies, volunteers and national support groups.

Role Profile

1. Communications and Outreach

- Generating engaging communications content for a range of audiences, including both citizens and the European institutions
- Ensuring that our policy and advocacy publications are as appealing and attractive as possible within the available budget
- Developing our main supporter publication into a more appealing product, possibly including the introduction of new desktop publishing software into the organisation
- Ensuring visibility with supporters and donors
- Collaborating with colleagues and counterparts in other Quaker bodies and agencies
- Managing and advising on QCEA events, including policy discussions, conferences and study tours
- Supporting engagement with donors and the development of funding applications
- Coordinating the maintenance and development of our online presence
- Representing and networking for the organisation

2. Administration

- Monitoring and addressing issues of ICT security and service quality, supported by an external specialist
- Working with the Office Manager to maintain and improve our contact management

3. Leadership, management and teamwork

- Identifying best practices for programme and organisational development
- Coordinating and facilitating activities with other staff members which may at times require work outside the primary scope of the position
- Contributing to team-building and positive professional relationships, including by creating a welcoming atmosphere in Quaker House

Candidate Profile

1. Education and work experience

Essential

- Relevant degree or equivalent specialist knowledge of communications
- At least two years working in a communications role
- Substantial experience in designing and managing successful communications products
- Advanced ICT skills, including desktop publishing
- Project and event management

Desirable

- Experience of developing and submitting successful funding applications
- Postgraduate degree in relevant subject (e.g. communications, or European studies)
- Experience working with civil society and/or faith-based organisations

2. Knowledge and skills

Essential

- An understanding of EU policy-making processes
- Outstanding writing skills
- Excellent organisation skills and attention to detail
- Fluency in English

Desirable

- Advanced knowledge of Wordpress. Knowledge of HTML an advantage
- Experience of managing communication to supporters and donors, including through advanced email systems, such as MailChimp
- Ability to work with graphic design programs, such as Adobe InDesign
- Good knowledge of EU institutions relating to peace, human rights and/or sustainability
- Knowledge of French or Dutch
- Additional language skills

3. Personal qualities

Essential

- Excellent collaborative skills and ability to establish effective working relationships with the team and with partners
- Committed to respecting equality and diversity, and willing to facilitate the work of people from different cultural and political backgrounds
- Able to embrace change and take a problem-solving approach to challenging situations
- Efficient, well-organised and able to multitask
- Proactive, focused on having an impact and creating change

- Committed to integrity, honesty and transparency. Also able respect the confidentiality of any 'quiet diplomacy' or reconciliation processes that may take place in Quaker House.
- Sympathy with Quaker values and ways of working, including nonviolence and environmental sustainability, and ability to work within the financial constraints of a small NGO.

Location:

Quaker House, Square Ambiorix 50, Brussels.

Terms and salary:

The monthly full-time equivalent salary will be 2,700 euro gross. This post is designed to be 50 percent of full time, but we are able to offer some flexibility in working hours. Please make this clear in your application if you would prefer to work a different proportion of full time, e.g. 40 percent or 60 percent.

QCEA offers additional net benefits including holiday pay and meal vouchers.

We anticipate a start date for this position in November 2016.

Making an Application

To apply: please complete an application form and email it to recruitment@qcea.org by 18:00 CET on Monday 26 September. Incomplete applications will not be considered. CVs and additional documents will not be considered.

The application form can be found at: www.qcea.org/home/involved/vacancies/

We are committed to replying to all candidates who have taken the time to complete an application form. QCEA values the intrinsic equality of all people and celebrates diversity.

Interviews are expected to take place in Brussels between 4-6 October or 10-12 October 2016.

For more information about the Quaker Council for European Affairs, please visit www.QCEA.org