



## Communications Assistant

### Who we are

The Quaker Council for European Affairs promotes peace, justice and equality to European governments and institutions. We are part of an almost 400-year tradition of work by Quaker organisations that has included anti-slavery advocacy in the 18th and 19th centuries, refugee protection, and prison reform. Quakers won the Nobel Peace Prize in 1947 for humanitarian relief work, and were among the first faith communities to advocate for marriage equality. QCEA is proud of our radical heritage, and we are deeply rooted in the values and experiences of our supporters in Europe and beyond.

With Europe at an historic crossroads, voices of peace and compassion need to be heard more clearly than ever. To that end, we are seeking to recruit a Communications Assistant who will give our work visibility and flair. Reporting to the Director, the Communications Assistant will be a member of our small team based at Quaker House in Brussels.

### QCEA's strategy

QCEA currently has a Peace Programme and a Human Rights Programme, which together:

- Promote peacebuilding and nonviolent conflict resolution approaches in European policy, with an emphasis on human security and sustainable peace
- Help shape European policies which recognise the fundamental rights, shared humanity and vulnerability of all people, with a particular emphasis on people seeking sanctuary in Europe
- Draw attention to the fundamental inequalities and deeply-embedded global hierarchies which shape marginalisation and persecution in current European policy
- Make a significant contribution to reducing the fear of the 'other', disrupting efforts to dehumanise and divide
- Promote and model inclusive problem-solving as a way to address whole-of-society challenges to peace, justice and equality
- Work in ways that recognise the climate crisis and opportunities for more sustainable policy, particularly in the context of Europe's post-COVID recovery.

## **Role profile**

### **Producing engaging communications outputs for a range of audiences**

- Designing a variety of appealing and professional publications and other visual content which will stand out in the crowded field of policy briefings, reports and tweets, and show our work in the best possible light
- Producing and editing video content, including basic post-production work (see our exiting video content online)
- Producing our supporter newsletter, *Around Europe*, which informs supporters and donors about our work and the latest developments in relevant European policies
- Maintaining QCEA's online presence, including our website, blogs and social media profiles, ensuring we communicate actively and effectively with a variety of stakeholders
- Liaising effectively with third parties – such as printers and translators – to ensure that communications products are delivered on time and match the brief
- Ensuring coherence with QCEA's existing brand

### **Contributing to QCEA's strategic development**

- Supporting the administration of our fundraising efforts among charitable trusts and other large donors, including working with colleagues to draft compelling grant applications
- Supporting the team to continue to shape our 'institutional voice' with new ideas and creative insights about strategic messaging and opportunities for organisational development
- Representing QCEA and networking on our behalf at various events

### **Working with others in the team**

- Collaborating with programme staff to ensure that their work is communicated with flair whilst remaining true to their vision and our values
- Supporting the work of the Outreach and Community Organiser, with input on design and messaging as needed
- 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

## **Development scheme**

For our forty years in Brussels QCEA has supported the development of early career and career change professional development. This means that during the 12 months of this role, our Director will work with the post holder to understand your short and medium term careers goals and support you to improve your professional skills in ways that help you to take the next career step.

## **About you**

More than any one qualification or professional experience, we're looking for a Communications Assistant who can offer the right mix of talent, creativity and enthusiasm. There is no one right profile for this position, but the successful applicant will meet many of the criteria outlined below.

- A demonstrable commitment to the values of peace, nonviolence, justice and equality
- A track record in the design and production of communications materials which combine professionalism and creative flair, as well as knowledge of the software and tools involved – particularly Adobe InDesign / Illustrator, and video editing software
- The ability to write and speak convincingly and engagingly in fluent English, communicating complex ideas clearly and striking the right tone with a variety of audiences, from institutional stakeholders to potential donors
- An understanding of the structure and policymaking processes of the European Union, ideally in the context of conflict resolution, human rights, migration or external action
- A proficiency for IT and technology and a talent for learning new tools and platforms quickly – experience with WordPress, MailChimp, Google Analytics or HTML is an asset
- An ability to embrace difference, work closely and amicably with a small team, and engage respectfully with people with different views and lived experiences
- The utmost discretion and respect for the confidentiality of any sensitive events that take place in Quaker House
- An ability to multi-task and autonomously manage multiple tasks and deadlines, but also a willingness to seek guidance, collaboration and other opinions when they are needed
- Fluency or a working knowledge of other languages.

## **What we offer**

The successful applicant will be offered a 12 month, full-time contract in a small, dynamic and well-respected peace and human rights NGO – an exciting step in a career in political communications, working for a more just world whilst gaining useful skills and contacts.

For this post QCEA is able to offer a salary of approximately 1,700 euro per month gross. The salary will vary slightly depending on additional benefits to which the successful candidate may be entitled. QCEA offers additional net benefits including meal vouchers and travel costs in some circumstances. All our staff receive 25 days' holiday per year.

QCEA is located at Quaker House, Square Ambiorix 50, Brussels, but due to the pandemic some home-working is anticipated during the year – depending on government guidance and your personal circumstances.

## **Application process**

We invite candidates to submit a CV (max. 2 pages) and a letter of motivation (max. 1 page) to Andrew Lane (recruitment@qcea.org) by midday on **15 September**. You are welcome to hyperlink your previous work, such as online videos or other communications products.

We are currently recruiting for two roles so please be clear about which role you are applying for in your cover email.

## **Selection process**

We will invite a wide selection of applicant to a short online conversation with two of the QCEA team during September or early October. This will be followed by a second conversation and a design exercise. We anticipate a start date of October or November.