



**Quaker  
Council for  
European  
Affairs**

## Communications Officer

We are seeking to recruit a Communications Officer who will give our work visibility and flair. The Communications Officer will be a member of our small team based at Quaker House in Brussels.

### Who we are

**The Quaker Council for European Affairs (QCEA) brings a vision of peace, justice and equality to Europe and its institutions.** We advocate for a new approach to security, focusing on nonviolent approaches to conflict. We promote policies that recognise the intrinsic **equality of all people** everywhere and reduce fear of the 'other'. In addition to our staff team in Brussels, QCEA is governed and supported by Quaker communities from across Europe.

We currently operate two programmes focused on peace and human rights. Our [peace programme](#) works to promote non-violent conflict resolution based on the concept of “shared security,” with a view to challenging the idea that international security can only be guaranteed by military means. Our [human rights programme](#) seeks to advance a more humane approach to migration and asylum in Europe, and focuses on less visible migration policy areas such as child immigration detention.

Examples of our recent work include:

[Building Peace Together](#) makes the case for peacebuilding and provides a myriad of tools that can be used by actors across the board. This has been published in 5 languages, and is a tool used in our advocacy for non violent responses to conflict.

**Anti-migrant discourse:** Some of the most virulent and violent hate speech against migrants and refugees can be found in the online comments section of some of Europe's largest newspaper websites. Our [research project](#) sheds a light on this issue, and our [#ChooseRespect](#) campaign has brought more positive messages about migration to over one million Twitter users.

Inspired by the Quaker tradition of storytelling, QCEA is undertaking a storytelling campaign, in hope of counteracting compassion fatigue among policy makers, while centring the lived experiences of people most impacted by militarist policies. This will result in a written compilation of stories from communities around the world who continue to fight to build more sustainable, just and climate resilient societies, even when all odds are against them.

More about QCEA's work and its 40 year history, and our current strategic plan, can be found [on the website](#).

## **Role profile**

The successful candidate will help QCEA to project itself to:

- those whom we seek to influence institutions of the European Union and European governments
- wider civil society and media
- potential donors
- Quakers across Europe.

This is a collaborative, creative and hands on role. The Communications Officer in conjunction with the Director will manage all aspects of the reputation of QCEA and be responsible for digital communications, online engagement, media and public relations, as well as external and internal communications through:

### **1 Creating and producing engaging communication outputs for a range of audiences, including key stakeholders**

- Designing and publishing 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 including print, video and podcasts
- Producing and editing video content, including basic post-production work (see our existing video content online)
- Producing to a high quality our supporter newsletter, *Around Europe*, which informs supporters and donors about our work and the latest developments in relevant European policies
- Increasing and maintaining QCEA's digital presence, including our website, blogs and social media profiles, ensuring we communicate actively and effectively with a variety of stakeholders
- Managing third parties effectively – such as printers and translators – to ensure that communication products are delivered on time and match the brief
- Ensuring coherence with QCEA's existing brand – setting a standard of excellence and high quality in all communication
- Developing pitches, press releases, media briefings and other press materials when needed
- Managing events, both in person and on line
- Building and maintaining relationships with other communications staff in other Quaker Organisations and NGOs with a similar mission to QCEA.

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

- Supporting our existing fundraising efforts among charitable trusts and other large donors, including working with colleagues to draft compelling grant applications and progress reports
- Actively looking for new fundraising opportunities
- Work with 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

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

- Reporting to the Director, or the person nominated by the Executive Committee, as line-manager
- Collaborating with programme staff to ensure that their work is communicated effectively whilst remaining true to QCEA's mission and values
- Identifying and facilitating activities with other staff members which may at times require work outside the primary scope of the position
- Team building and contributing to constructive professional relationships among the team
- Creating a welcoming atmosphere in Quaker House to visitors and colleagues alike. Helping to foster QCEA as a multicultural and multi-lingual organisation.

## **About you**

More than any one qualification or professional experience, we are looking for a Communications Officer with both a 'human touch' and an eye for detail. There is no one right profile for this position, but the successful applicant will meet many of the criteria outlined below. We encourage applications from candidates with lived experiences aligned with QCEA's values and who can contribute to the diversity of our organisation:

- In sympathy with the values of peace, nonviolence, justice and equality
- Educational background in a relevant field or equivalent work experience
- At least two years working in a communications role
- Well-versed in the media landscape

- 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.
- 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 knowledge of web design and a proficiency for IT and technology and a talent for learning new tools and platforms quickly. Experience with *InDesign* (for producing publications) and *Lightworks* or similar (for video editing) would be an asset
- Extremely well organised with 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
- An ability to embrace difference and diversity, 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
- While English will be the primary mode of communication, a working knowledge (or fluency) in other languages e.g. French, Flemish/Dutch, German would be an advantage. It should be noted there will be assistance from a number of sources to manage and coordinate translations.

## What we offer

The annual salary scale for the Communication officer post is from €30,000 to €37,000. Starting point on scale will be commensurate with skills and experience. 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. In the absence of restrictions on office working, we would expect the post holder to work in the office (Brussels) 3 days a week.

We offer an initial one year contract (including a probationary review within the first six months) leading to a permanent position based on satisfactory performance.

## **Application process**

We invite candidates to submit a CV (max. 2 pages) and a letter of motivation (max. 1 page) by midday on 11<sup>th</sup> March 2022 to [office@qcea.org](mailto:office@qcea.org) Please include two or three examples of your work. If appropriate, you can include hyperlinks to your previous work, such as online videos or other communications products.

## **Selection process**

We will invite a selection of applicants to a preliminary shortlisting interview in March. This will be followed by a second interview and will include a design exercise. We anticipate a start date towards the end of April early May.

## **QCEA is an Equal Opportunity Employer**

We welcome and encourage diversity in our team. All qualified applicants will receive consideration for employment without regard to race, colour, religion, age, sexual orientation, gender identity, national origin, family status and disability.