

JOB OFFER

Job Title: Communications officer

Reports to: Head of Advocacy and Outreach

Location: Brussels – with occasional travel abroad

Duration: 1 year contract of 30 hours per week (renewable) under Belgian regulation with possibility of extension

Starting date: 1 September

About Protection International:

Protection International (PI) is an International NGO that contributes to the improvement of the protection of human rights defenders (HRDs) throughout the world. PI provides tools to develop HRDs' capacity to manage their own security as they struggle against impunity and work in favour of human rights and democracy in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend universally accepted human rights.

PI has its head office in Brussels, but primarily works where protecting HRDs is needed. We have long term presence in several countries of Africa, Asia and Latin America.

The role and the team:

The Communications Officer proposes, implements communication and outreach initiatives in order to raise PI profile in support of Human Rights Defenders. He/ She reports to the Head of Advocacy & Outreach. He/ She ensures visibility of PI initiatives at the local level through our field offices and the international level through PI's website and when relevant media, social media channels, conferences, events and campaigns.

JOB DESCRIPTION

Key objectives and responsibilities:

- Initiate, execute and update PI's communication strategy and action plan for internal and external communications;
- Design and coordinate the implementation of outreach campaigns;
- Coordinate the promotion of PI's initiatives worldwide in collaboration with field presences
- Create, coordinate the drafting and/or update communication materials (internal/external, print and electronic), eg brochures, flyers, e-newsletter, annual report, press releases;
- Edit and coordinate dissemination of PI publications (Eg manuals, research papers and thematic reports);
- Create, coordinate, and edit content for PI's website;
- Manage and ensure increase of PI social media presence.



- Manage relations with external providers for design, video and translation of PI's products and ensure brand consistency ;
- Participate in building and maintaining a network of relations to increase PI's outreach and visibility;
- Initiate and coordinate the developement of PI contacts' data base whilst respecting security needs and ethical policy ;
- Develop and maintain media contacts when appropriate;
- Provide general administrative support to communications activities as needed.

REQUIEREMENTS

Education, skills and experience:

- University degree in a relevant field (communications/journalism/ political science/human rights);
- Minimum three years of relevant experience in a similar communications position;
- Knowledge and experience in the human rights and/or NGOs' sectors;
- Excellent writing and editing skills are essential, as well as story-telling skills;
- Fluency in English and Spanish. Native English or Spanish speaker preferred, good working knowledge of French a strong asset;
- Prior experience managing social media and websites (Drupal desired);
- Experience of video editing software (final cut) an advantage;
- Experience of graphic design software (photoshop, indesign) an advantage;
- Knowledge of EU and/or UN human rights mechanisms an advantage.

To Apply

Please send your resume, cover letter (1 page) and contact details of 2 references before **18 June 2017** to the following email: **recruitment@protectioninternational.org**, making mention of 'Communications officer' in the subject line.

Please include your name in the file name of your application documents, e.g. Laura_Smith_CV.doc. Only short listed candidates will be contacted.

PI promotes gender equality and strongly encourages women applicants to apply for this position.

Further information about the activities of Protection International can be obtained from www.protectioninternational.org