

## COMMUNICATIONS OFFICER

FACE is looking for a Communications Officer to join its team in Brussels. This role offers a great opportunity to take charge of communications in a stimulating, high-pressure and focused international non-governmental organisation, integrating all aspects of communications – from content production, to media relations and event management.

We're looking for someone who is a multi-tasker, fast learner, autonomous, and communicative. The ideal candidate should have experience in international communications, ideally within an NGO, company or as a journalist, preferably with a knowledge of European affairs. He or she should be passionate about the work we do at FACE and willing to work hard to increase our reach and awareness.

### **JOB DESCRIPTION:** Communications Officer

**Responsibility:** Deliver FACE's communications objectives, strengthen the network of Members and partners and support the work of the Secretariat by professionally implementing the FACE communications strategy.

### **Key Duties:**

- Implementing the communication strategy of FACE;
- Drafting and editing various FACE publications, including presentations, press releases and news articles;
- Overseeing content production processes;
- Maintenance of the FACE website, including content creation;
- Speech writing and presentation coordination;
- Handling and drafting of answers to press enquiries;
- Project management of ongoing work processes with external partners;
- Assisting in the preparation and conduct of conferences and events;
- Media monitoring;
- Daily handling of FACE's social media activities;
- Supporting the other Teams according to the FACE mission and the objectives of the Work Plan;
- Providing support for the FACE Communications Working Group;
- Proactively and creatively engaging FACE Members and other stakeholders seeking to improve the visibility for FACE.

### **Key Skills:**

- *Essential*
- Native English level as well as good working knowledge of at least one other European language, such as French, German or Spanish;
- Outstanding writing skills;
- Excellent understanding of communications for NGOs, including social media;
- Experience in press/media relations;
- Project management skills; proven ability to plan, deliver and report;
- Attention to detail and organisational skills;
- Creativity; able to think laterally to devise new approaches and activities;
- Understanding of hunting and/or EU environmental legislation
- A good knowledge of IT tools, MS Office, website and social media management, and elements of graphic design.
- Multi-tasker, fast learner, autonomous, communicative.

- *Preferred*
- Proficiency in graphic design;

### **Experience/Qualification**

#### *Essential*

- Significant experience in a communications role, preferably at EU level;
- Demonstrated ability to work in an international context with organisations from differing backgrounds and varying cultures with tact and diplomacy;
- Proven experience communicating complex policy issues to multiple audiences
- Demonstrated copy-writing, proofing and editing experience (in English)
- Experience of presenting/public speaking
- Experience of developing and implementing monitoring, reporting and evaluations;

#### *Desirable*

- Relevant degree/qualification and or previous experience working in EU affairs and/or environmental issues
- Experience with internal communications
- Sponsorship/fundraising and/or commercial experience

#### *General*

- The ideal candidate should be familiar, or prepared to become familiar, with all aspects of hunting and sporting shooting with practical experience and participation on an ongoing basis
- Willing to work flexibly: occasional flexible hours and/or travel within Europe.

**Key Relationships:** All staff members, members in 35 countries, wide range of partner organisations both national and international, press and media.

**Location:** Brussels

**Terms:** Full-time, 1 year fixed-term contract (with potential for extension),

**Reports to:** Secretary General

**How to apply:** Please send your CV, a sample of your writing and covering letter to [recruitment@face.eu](mailto:recruitment@face.eu).

Deadline for submissions: 1 June 2015.

FACE is the European Federation of Associations for Hunting and Conservation.

Established in 1977, it represents the interests of Europe's 7 million hunters as an international non-profit-making nongovernmental organisation (INGO). This makes FACE the largest democratically representative body for hunters in the world and is probably one of the largest European civil society organisations.

FACE Members are national hunters' associations from 35 European countries including the EU-28. FACE also has 4 Associate Members and has its Secretariat in Brussels.

[www.face.eu](http://www.face.eu)

