



EUROPEAN UNION OF THE DEAF

A European Non-Governmental Organisation in official liaison with
European Parliament, European Commission and the Council of Europe

Policy and Communication Officer - JOB DESCRIPTION

Position:	Policy and Communication Officer
Reports to:	Policy Manager and Communication & Media Manager
Annual Salary:	2.000€ per month gross (negotiable)
Contract:	Full-time Belgian contract (38 hours, initially for 1 year, permanent contract thereafter, dependent on positive evaluation and funding available)
Benefits:	Annual public transport pass (train or metro/bus within Brussels) from and to the office covered by employer
Annual leave:	20 days
Based in:	Brussels, Belgium
Starting date:	June 2022

PURPOSE OF THE JOB: To create and administering content on all social media platforms, such as Facebook, Instagram, LinkedIn and Twitter, to build an audience and ensure audience engagement. Whilst creating the content, it's vital to have the knowledge of the EU politics and laws of human rights. Will be responsible for preparing all reports for website and social media output. The role may also monitor site metrics, respond to reader comments, and collaborate with creative design.

MAIN TASKS

All tasks are to be implemented on the basis of decisions adopted by EUD governing bodies. In close co-operation with Policy Manager and Communication and Media Manager, the Policy and Communication Officer will:

Policy and Communication Officer's job description should contain the following duties and responsibilities:

- Coordinate external and internal communications flow (memos, newsletters, etc.)
- Design sketches of the mass media announcement
- Maintain the engagement on EUD's Social Media platforms
- Write content for EUD website from the debriefs by the Policy team
- Communicate with EUD Policy, Projects and Media teams regularly
- Build long-term relationships with influencers and key stakeholders
- Serve as a facilitator and provide solutions for peaceful resolution of disputes

Job qualifications and requirements

Policy and Communication Officer's job description should contain the following requirements and qualifications:

- Previous working experience as a communications specialist for 2 years
- Experience and knowledge in copywriting, proofreading and editing



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Excellent portfolio with a proven track record of successful project management examples
Excellent communication, interpersonal and presentation skills
Knowledge of EU politics and law of Human Rights
Outstanding organizational and time-management skills

Less desirable

Photo and video-editing skills

Experience in web design and content production is a big plus

The EUD office is a signing environment and EUD is an equal opportunity employer.

PERSON SPECIFICATION

1. KNOWLEDGE

Essential requirements

- 1.1 Bachelors degree in communications, journalism, public relations, or a related field like EU
Legalisation/politics

Desirable requirements

- 1.4 Knowledge of sign language
- 1.5 Equal opportunities/human rights approach to sign language and deafness and the
ability to implement these values in the work of the post
- 1.7 Knowledge of NGO work
- 1.8 Knowledge of either written English, Dutch and French languages

2. SKILLS/ABILITIES

Essential requirements

- 2.1 Excellent written and verbal communication skills.
- 2.2 Ability to plan and think ahead, and to prioritise tasks
- 2.3 Works well under pressure and meets tight deadlines.
- 2.4 Content writing experience for all media platforms.
- 2.5 Assertive with a professional approach to all aspects of work
- 2.6 Proactive and able to be hands on and an active support to colleagues
- 2.7 Committed to working as part of a small team and significantly contribute to its effectiveness
and success
- 2.8 Ability to work in a multi-cultural busy team

3. EXPERIENCE

Essential requirements

- 3.1 A minimum of 2 years experience in communications strategy development.



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3.2 Proven social media and networking expertise

Interested? Write a letter to EUD with Europass CV and references. Email to David Hay – David.hay@eud.eu with letter and Europass CV attached. If English is not mother or preferred/main tongue, demonstrate clearly English language skills (e.g. list all English courses taken; proof of attendance for a certain period at a college or university in UK, Ireland or USA, or having lived there as exchange student, or any other relevant experience, etc.)

Closing date for receipt of applications is 12:00 Friday 27 May 2022
