

Job Vacancy at ENNHRI Secretariat

Communications Officer (Full time)

1. Background

ENNHRI is the European Network of National Human Rights Institutions. We bring together 46 National Human Rights Institutions (NHRIs) across Europe to enhance the promotion and protection of human rights in the region. NHRIs are state-mandated bodies, independent of government, with a broad constitutional or legal mandate to promote and protect human rights at the national level. They are accredited by reference to the UN Paris Principles to ensure their independence, plurality, impartiality and effectiveness. ENNHRI is one of four regional groups of NHRIs, which together make up GANHRI, the Global Alliance of NHRIs.

Our Permanent Secretariat, based in Brussels, supports and facilitates ENNHRI's work, including: assisting in the establishment and accreditation of NHRIs; facilitating capacity building and training; coordinating exchange of information and good practice among members; engaging with regional mechanisms; and intervening on legal and policy developments at a European level.

ENNHRI seeks a **Communications Officer** to support the work of the Secretariat.

2. Job Description

- Development and review of ENNHRI Communications Strategy and Communications Policies;
- Management and delivery of ENNHRI's external communications, including web channels (website and social media), publications, branded products, newsletters and media engagement;
- Management and delivery of ENNHRI's internal communications, including the internal members' area (ENNHRI Hub) and member newsletters;
- Management and delivery of ENNHRI branding (including liaison with external designers) and editing of documents for brand alignment;
- Reporting on ENNHRI's communications activities and impact, including through the use of digital analytics tools;

- Coordination of ENNHRI's Communications Working Group, including liaison with the Working Group Chair and supporting exchange on effective communications and promotion of human rights;
- Building relationships with partners' communications officers, media actors and contractors;
- Supervision of Communications Trainee, and liaison with policy and administration staff
- Any other reasonable duties as are required by the ENNHRI Secretariat, in line with the general responsibility of the role.

3. Person Specification

Essential Criteria

- At least three years' professional experience in communications
- Excellent written communication skills, including an ability to summarise complex information into accessible formats (e.g. for web audiences)
- Experience of maintaining websites, social media and other web-based platforms
- Experience of drafting, editing and designing organisational or policy documents
- Advanced digital skills, including website content management systems (e.g. WordPress), email marketing service (e.g. MailChimp), visual design (e.g. Adobe suite) and database management
- Excellent organisational skills, including prioritising work and deadlines
- Ability to work both in a team and independently, on own initiative
- A creative and innovative approach
- Excellent networking and interpersonal skills
- Native or near native working knowledge of English

Desirable Criteria

- Experience of working for a human rights, legal or policy-based organisation
- Experience or demonstrable knowledge of NHRIs
- Experience or demonstrable knowledge of the European human rights framework
- Experience of managing a web-based members' area or an online workspace platform
- Experience of working for a membership organisation or network
- Experience of working in an international environment
- Experience with setting up and implementing communication approaches aimed at institutional recognition and policy change
- Additional language skills

4. Terms and conditions

This is a full-time post to be performed at the ENNHRI Secretariat in Brussels, reporting to the Senior Network Development Officer, and working closely with ENNHRI's Secretary-General. The post requires occasional travel within Europe. The starting date is as soon as possible following interview, and remote working may be necessary for the start of the contract, depending on COVID-19 measures.

ENNHRI offers an open-ended Belgian employment contract, which is subject to funding and performance. The salary range is €2,900 to €3,300 gross per month, according to level of experience and expertise. The contract includes statutory holiday payment and a 13th month (pro rata), as well as secondary employment benefits (such as monthly STIB travel pass, pension contributions, lunch vouchers and ecocheques). The holiday entitlement is 26 days (pro rata), plus public holidays.

ENNHRI is an equal opportunities employer.

5. Application Procedure

Please submit a cover letter and CV (in one PDF-file) through the online form [here](#). Describe in the cover letter, in a concise manner, how you fit the profile and your motivation to apply. Please note that we do not accept any applications by email.

The deadline for applications is 23H59 on Sunday 24 January 2021. Interviews are expected to be held in February in Brussels or online. For further information, please contact:

Debbie.Kohner@ennhri.org

