

Communications Officer

OVERVIEW

The International Co-operative Alliance is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. The Alliance members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the Alliance gives a voice to 1,2 billion of the world's citizens. More information is available at: www.ica.coop

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the ICA-EU Development Partnership 'Cooperatives in Development – People-centred businesses in action' works on promoting the cooperative business model in global and regional development policies, strengthening cooperative organisations as viable actors in development processes in their own rights. The ICA-EU Development Partnership is led by the ICA global office, in coordination with the four regional offices for Europe, Africa, Americas, and Asia-Pacific.

PRINCIPAL ROLES AND RESPONSABILITIES

The Communications Officer will be in charge of supporting the communication tasks within the ICA-EU Development Partnership program. S/he will be in charge of the preparation of visibility material for conferences, seminars, events, publications, etc. in line with the EU guidelines and will be in charge of updating the social media and implementing digital and, off-line communication, including the drafting of press releases and newsletters. As a member of the ICA-EU Development Partnership team, s/he will report directly to the International Development Director.

Key responsibilities are:

- Strategy planning and implement the joint visibility strategy of the ICA-EU partnership program
- Create written and visual content for online and offline communication channels including web, intranet and social media
- Support the setting-up of an online platform with an external web-design and IT programming team
- Contribute to events' organisation such as institutional meetings and workshops;
- Follow and report on communication statistics;
- Manage the organisation's outreach database;
- Participate in communication training sessions;
- Conduct any other task linked to the ICA-EU partnership or to the activities of the ICA.

PERSON SPECIFICATIONS

Essential

- Master's degree in related discipline;
- Minimum of 3 years' experience in communications, preferably in the field of development cooperation
- Experience in writing, editing and publishing news and articles
- Excellent ICT skills; eager to keep up-to-date with new communication tools and practices; knowledge of classic and social media channels
- Good knowledge in graphic design and/or audio-visual production
- Substantive understanding of political issues and trends;
- Ability to maintain effective working relations;
- Ability to organise, plan and implement work assignments with tight deadlines;
- Excellent command of English, both spoken and written
- Strong writing and presentation skills, having a keen eye for detail;
- Ability to work in a multi-national environment; excellent interpersonal skills
- Demonstrate commitment to the cooperative values and principles
- Communicative team member and good networker

Desirable

- Knowledge of the cooperative model is a strong asset
- An advanced university degree on International Affairs, Political or Social Science, Communications, PR, Journalism
- Experience on development programmes with a government, international organisation, or civil society organisation is an asset;
- Knowledge of other languages, particularly French and/or Spanish

TERMS AND CONDITIONS

Starting date is as soon as possible.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

APPLICATIONS:

Interested candidates are asked to apply by submitting the filled-in **application form** below and a **detailed CV** to recruitment@ica.coop. Please mention in the email subject your name followed by 'Communications Officer'.

Deadline for applications is the **25th April 2018** (23h59 CET)

Only those candidates selected for interviews will be contacted. No phone calls please.

Interviews will take place at our offices beginning of May 2018.

Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*. Add a recent photo.

PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

Training, course, etc.

COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the job specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

MOTIVATION FOR APPLICATION

Please explain why you are applying for this position

If offered the position, when could you take it up?

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