

Media relations Officer

CONTEXT

The International Cooperative Alliance (ICA) 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 ICA's members are international and national cooperative organisations across 110 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the ICA gives a voice to over one 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 media relations officer will be responsible for cultivating and sustaining open channels with a wide range of media to support the communications efforts and give public visibility to strengthen cooperative development. S/he will work under the conditions set by the ICA-EU partnership.

Key responsibilities:

- to build and foster relationships with key stakeholders across paper, radio, TV and online media channels;
- to establish and implement strategic communications plans;
- to develop, write and/or approve messaging for press releases and pitches, media statements, letters to the editor, etc.;
- to monitor and track media coverage;
- to write articles;
- to organize media briefings and press conferences.

Other responsibilities include:

- to position our members and cooperative representatives' leaders as subject matter experts;
- to manage crisis communications;
- to develop media coaching;

PERSON SPECIFICATIONS

Essential

- Master's degree in related discipline;
- Minimum of 3 years' experience in communications;
- Excellent written and spoken English are both prerequisites of the job;
- Independent command of French and Spanish;
- Experience in writing, editing and publishing news and articles;
- Strong writing and presentation skills, having a keen eye for detail;
- Awareness of the media's different audiences and sensitivity to how they are addressed;
- Good understanding of the importance of social media and be comfortable editing and posting in social media formats;
- Substantive understanding of political issues and trends and very good understanding of the international institutions;
- Ability to organise, plan and implement work assignments with tight deadlines;
- Ability to work in a multi-national environment; excellent interpersonal skills;
- Communicative team member and good networker;
- Demonstrate commitment to the cooperative values and principles.

Desirable

- Experience of working in media as a journalist
- Knowledge of other languages
- Experience in the cooperative movement or other member-based institutional system
- Experience in a developing country

TERMS AND CONDITIONS

Starting date is as soon as possible.

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

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 'Media relations officer'.

Deadline for applications is the 15th September 2018 (23h59 CET).

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No phone calls please.

Interviews will take place at our offices in September/October 2018.

Application Form

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

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

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MOTIVATION FOR APPLICATION

Please explain why you are applying for this position

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