

Job opportunity at EUNIC: Communications Manager

Are you an experienced comms professional passionate about the role culture plays in building trust and understanding internationally? Do you have ideas on how to enhance communication and collaboration within a global network? Do you believe in the power of storytelling and strategic communication to build advocacy and awareness?

We have an opportunity for a highly motivated, proactive, and collaborative colleague to join the team from 1 September 2024 to enhance, develop, and lead the communication of the EUNIC network. An initial one-year contract is available, with the possibility for longer term extension thereafter.

We are looking for experienced candidates with a minimum C1 level command of English, a degree in a relevant field and minimum of three years specialist working experience, and a demonstrable interest or professional experience in the field of international cultural relations. The post is based at the EUNIC office in Brussels.

The main responsibilities of the Communications Manager are to develop, manage and lead the communications work of the EUNIC network, including to:

- Revise and develop our internal and external communications strategy and lead development of key communication tools, assets, and content in line with identified priority target groups and messaging;
- Conceive and deliver new and engaging means and tools to facilitate internal communication amongst EUNIC's 39 member and 140 global EUNIC clusters;
- Lead strategic external communication and advance the recognition of the value of international cultural relations, and EUNIC's role within that, towards key stakeholders such as the EU institutions, governmental institutions, other partners;
- Update and develop the website, social media accounts, newsletters, and keep up to speed with digital and societal developments in the communications landscape;
- Brief, manage and coordinate external service providers linked to communications such as designers, web developers, photographers, and videographers. Potentially supervise the communications support of an intern;
- Co-organise and participate in diverse communication events, meetings, and seminars in collaboration with the rest of the team, our members, and local partners both face-to-face and in the digital sphere. Explore the role of communications in nurturing social learning between members;
- Collect, analyse, and prepare reports related to communications analytics measures, evaluate media coverage of EUNIC activities, identify communication gaps, inform leadership, and suggest solutions;
- Prepare and shape key info and data on communication outputs and outcomes for internal and external stakeholder and funder reporting, including print and digital publications and videos.

The post will be full-time 38 hours per week.

What we offer

- A competitive remuneration package with monthly salary in the region of 2,500 euros NET plus lunch vouchers and 49 euros transport pass
- 13th month and holiday pay
- Remote working up to 2 weeks per year



- Home working for up to 2 days a week
- An office working space in central Brussels
- 30 days annual leave

Essential experience required

1. Higher education degree in a related field, or equivalent professional experience
2. Minimum of three years of working experience in specialist communication roles, including social media, content creation and management of external providers, expert knowledge of digital developments and key trends in the communications field
3. Strong knowledge of public relations and expertise in strategic communication as an advocacy tool
4. Relevant professional experience of working for a network and / or other international multi-stakeholder organisations and preferably within the cultural field
5. Minimum C1 level of English (both oral and written)
6. Proficient in MS Office 365, Google Suite, Canva, Photoshop, InDesign, Kirby or equivalent CMS, Mailchimp and key social media platforms
7. Creative and innovative thinking on how communications contributions to the wider development of the organisation and a proactive instinct to make things happen
8. Excellent communication and interpersonal skills, ability to work effectively both independently and as part of a small team

How to apply

Applications can be submitted to jobs@eunicglobal.eu by **Monday 24 June 2024** at 17:00 CEST.

Shortlisted candidates will be invited to a live or online interview in Brussels scheduled on 4 or 5 July 2024.

Applications should consist of a single pdf containing a **motivation letter** of maximum one page succinctly outlining why you are interested in the role and how your skills and experience relate to the role and organisation, and a **CV of up to two pages maximum**. Optionally you may also attach a second pdf of max 4 pages showcasing examples of previous communications work or showreel.

Please note

EUNIC is committed to diversity and inclusion. Should you have any accessibility or other requirements to support you in attending the interview, or in considering the post, do not hesitate to contact us.

Shortlisted candidates will be informed by Friday 28 July. The interview will also involve a short series of tests related to the nature of the role. Travel costs to attend the interview will be offered.

Candidates not invited to interview will also be informed by Friday 28 July. Please note that we will only be able to provide personalised feedback to non-selected candidates invited to the interview stage.

In submitting your candidacy, you confirm your availability to be able to start work in Brussels from 1 September 2024 if offered and choosing to accept the job.

