

Job Description

Job Title: Communication Officer

Accountable to: Regional Manager, IDF Europe

Overall Purpose of Job:

To develop and manage IDF Europe's Communications (internal and external) and be responsible for IDF Europe's work and influence amongst our stakeholders

Specific Responsibilities include:

1. Developing IDF Europe's communication strategy including but not limited to the following:
 - Establishing a communication strategy to streamline the flow of communication and increase IDF Europe's visibility and relevance
 - Management of systems for dissemination of information to and from the IDF Europe membership
 - Development of communication tools aimed at key opinion leaders, decision-makers and the media
2. Supporting IDF Europe's involvement in EU funded projects utilising effective communications tools and actions
3. Creating positive impacts on Media and Stakeholders
4. Supporting IDF Europe in liaising pro-actively with the media at both European level and in member states where IDF Europe wishes to have a strong presence (e.g. World Diabetes Day, EU Presidency etc)
5. Creating and maintaining IDF Europe's communication kit

Profile of the candidate

1. Skills and Abilities

Essential Requirements:

- Ability to work effectively in English & French
- Exemplary communication skills
- Strong external presentation skills
- Ability to manage a complex workload and to plan and prioritise
- Strong analytical skills and an ability to analyse and process information to a diverse audience
- Outgoing personality and a team player attitude

3. Experience

Essential:

- 3-5 years of demonstrated experiences in the field of communication
- Drafting of press releases, position statements, publications, articles, brochures and the like.
- Experience of working with graphic designers/ printers
- Copy-reading
- Editing

Desirable:

- Journalistic Experience
- Able to understand not-for-profit schemes

4. Qualifications

- A first degree in Communications

An attractive remuneration package will be offered commensurate with experience and qualifications. Package will include additional staff benefits including luncheon vouchers, transportation costs, hospitalization plan, an insurance scheme. The selected candidate will work in a multinational team with opportunities for personal growth.

Application procedure:

Please send your CV(maximum two pages) + cover letter(maximum one page) together with ONE writing sample of your previous work to idfeurope@idf-europe.org by **15 August 2018**.

Applications will be reviewed on a rolling basis and the chosen candidate is expected to start on **3 September 2018**.