



## Job description

**JOB TITLE:** Senior Communications Officer  
**REPORTING TO:** General Secretary  
**TYPE OF POSITION:** Full-time, permanent contract

### Key tasks

#### ETF communications

- developing and implementing communications strategies and plans according to the ETF political priorities, in cooperation with the ETF political team
- developing and coordinating the communications pillar of ETF campaigns, including coordination with other stakeholders
- ensuring coherence of the ETF visual identity
- building and managing an active network of communicators within the ETF membership
- writing, editing and proofreading communication output
- coordinating work from external consultants such as with designers, photographers, printers, web developers
- managing the production of communication tools and materials (e.g. videos, graphics, cyber-actions, events, campaign materials, etc.)  
undertaking basic design work

#### Media relations

- establishing and maintaining relationships with journalists and advise the team on media relations and strategies
- writing press releases, statements, briefings, articles, newsletters and other media materials and ensure their targeted distribution
- coordinating proactive media work with communicators from member organisations and European trade union organisations to maximise national and international coverage
- organising press conferences, briefings, media actions,... and dealing with incoming media enquiries

#### Online communications

- developing and implementing the ETF online communications strategy and monitor ETF's online presence with the aim of creating maximum outreach
- providing regular updates and input for the ETF website and social media accounts





- helping to monitor and analyse web and social media statistics and make recommendations for improvements

## We are looking for a candidate with

- minimum seven years of relevant experience in political communications
- native-level standard of written and spoken English knowledge of one or more other languages is desirable
- strong commitment to trade union values
- strong understanding of communication needs for trade unions
- ability to write in an easy-to-understand and engaging manner
- experience with website CMS
- proven track record in social media channels for campaigning
- experience with design software and video-editing software
- good knowledge of office software (Outlook, Word, Excel, PowerPoint,...)
- capacity to integrate in a small and multicultural team
- ability at all times to exercise discretion, diplomacy, judgement and initiative
- strong organisation and time-management skills
- excellent accuracy and attention to detail
- ability to react flexible and in a dynamic way to new challenges and work independently, often under pressure
- ability to multi-task, identify priorities and meet tight deadlines
- previous experience in EU or international environment as well as knowledge of EU Institutions and Brussels media is desirable
- availability to travel occasionally

## We offer

- a full-time permanent contract with a competitive salary package (meal vouchers, group and hospitalisation insurances, representation and internet-at-home allowance, public transport subscription, mobile phone and laptop also for personal use, etc.)
- additional paid leave above the legal entitlement
- telework possible part time
- a multidisciplinary and multicultural working environment

## Equal employment opportunity

ETF is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicants' merits and abilities.



## Application procedure

We invite any interested candidate to send a CV and a short motivation letter in English to Josef Maurer, ETF Head of Operations, at [hr@etf-europe.org](mailto:hr@etf-europe.org) by **15 May 2023**. Only applications sent by e-mail will be considered.

*Brussels, 24 April 2023*