



## **Communications and Programme Officer Job Description**

### **WHO WE ARE**

**The Quaker Council for European Affairs (QCEA) brings a vision of peace, justice and equality to** Europe and its institutions. We advocate for a new approach to security, focusing on nonviolent approaches to conflict. We promote policies that recognise the intrinsic **equality of all people** everywhere and reduce fear of the 'other'. In addition to our staff team in Brussels, QCEA is governed and supported by Quaker communities from across Europe.

As part of its [strategy for 2023-2026](#) Quaker Council for European Affairs is focusing on three themes:

- Dialogues for transformation
- Climate justice and peace
- Migration and peace

The Quaker peace testimony underpins all our work and our areas of work are connected, particularly with regards to their root causes in cultural and structural violence and economic and racial injustice. QCEA therefore prioritises working collaboratively as a team, actively seeking synergies both within our work and with the work of others.

QCEA believes that transformative change is needed if we are to address the challenges of our times. This is only possible if people across political, social and geographic divides can listen and understand each other and seek common ground. We build on our experience of quiet diplomacy and creating safe spaces for sensitive conversations to convene and facilitate dialogues on contentious and crucial issues between people with differing views and experiences, enabling them to deeply listen to each other and together consider ways forward. This work needs to be discreet and not tied to specific outcomes. It is long-term and risky but it is necessary and QCEA is one of the few organisations able to do this.

It is vital that European responses to the climate crisis are underpinned by a respect for human rights, a commitment to equality and in a way that minimises the potential for conflict. QCEA brings a peace lens to Europe's transition to sustainability, identifying potential conflicts and showing how these can be addressed. We seek to make evident the complex links between the climate crisis, conflict and responses to conflict, militarism and migration.

People migrating from one place to another are affected by structural and physical violence. QCEA brings peacebuilding approaches to the issue of migration, showing what needs to change so that migration can be safe and the rights of people who migrate can be upheld.

QCEA as an organisation seeks to be the change it is trying to bring about. We seek to be an anti-racist organisation that does not mirror the inequalities and discrimination of the patriarchal and racist societies in which we live. We commit to looking honestly at ourselves, our policies and practices, identifying where and how we need to change and making those changes. We recognise this work is ongoing and needs to be a collective effort.

We know we cannot achieve change alone. We strive to work in collaboration with other Quaker organisations, faith-based and civil society organisations where our goals are aligned. We are open to working with those we disagree with where they are willing to work with us towards positive transformational change.

## **ROLE PROFILE**

The Communication and Programme Officer helps QCEA to project itself to:

- those whom we seek to influence in European institutions
- wider civil society and media
- potential donors
- Quakers across Europe

This is a collaborative, creative and hands on role. The Communications and Programme Officer in conjunction with the Director will manage all aspects of the reputation of QCEA and be responsible for digital communications, online engagement, media and public relations, as well as external and internal communications through:

### **1 Creating and producing engaging communication outputs for a range of audiences, including key stakeholders**

- Designing and publishing a variety of appealing and professional publications and other visual content which will stand out in the crowded field of policy briefings, reports and tweets, and show our work in the best possible light including print, video and podcasts.

- Producing and editing video content, including basic post-production work.
- Producing a high quality our supporter newsletters, *Around Europe* and *QCEA Digest*, which inform supporters and donors about our work and the latest developments in relevant European policies.
- Increasing and maintaining QCEA's digital presence, including our website, blogs and social media profiles, ensuring we communicate actively and effectively with a variety of stakeholders.
- Managing third parties effectively – such as printers and translators – to ensure that communication products are delivered on time and match the brief.
- Developing and maintaining QCEA's brand.
- With relevant staff, developing pitches, press releases, media briefings and other press materials when needed.
- Providing promotion and technical support to online, in person and hybrid events.
- Building and maintaining relationships with other communications staff in other Quaker Organisations and NGOs with a similar mission to QCEA.

## **2 Contributing to QCEA's programme work**

- Co-organising and facilitating QCEA's dialogue work.
- Leading for one of QCEA's watching briefs (such as conscientious objection). This will involve working with the European Bureau for Conscientious Objection to advocate for the upholding of the right to conscientious objection and the protection of conscientious objectors.
- Representing QCEA and networking on our behalf at various events.

## **3 Working as part of a collaborative team**

- Documenting, sharing information and learning with the rest of the team, actively seeking synergy and opportunities to work together.
- Taking on duties related to the use of Quaker House as a venue for outside groups as agreed within the team.
- Participating in developing processes and working practices to safeguard institutional memory and preserve the collective knowledge of QCEA.

## **ABOUT THE COMMUNICATIONS AND PROGRAMME OFFICER**

More than any one qualification or professional experience, the Communications and Programme Officer will have with both a 'human touch' and an eye for detail, share QCEA's values and contribute to the diversity of our organisation:

- In sympathy with the values of peace, nonviolence, justice and equality.
- Educational background in a relevant field or equivalent work experience.
- At least two years working in a communications role.
- Well-versed in the media landscape.
- A track record in the design and production of communications materials which combine professionalism and creative flair, as well as knowledge of the software and tools involved.
- The ability to write and speak convincingly and engagingly in fluent English, communicating complex ideas clearly and striking the right tone with a variety of audiences, from institutional stakeholders to potential donors.
- An interest in or experience of advocacy work, ideally on peace or human rights.
- An understanding of the structure and policymaking processes of the European Union, ideally in the context of conflict resolution, human rights, migration, climate or external action.
- A knowledge of web design and a proficiency for IT and technology and a talent for learning new tools and platforms quickly. Experience with *WordPress* (for web editing), *InDesign* (for producing publications) and *Wondershare Filmora* or similar (for video editing) would be an asset.
- Extremely well organised with an ability to multi-task and autonomously manage multiple tasks and deadlines, but also a willingness to seek guidance, collaboration and other opinions when they are needed.
- An ability to embrace difference and diversity, work closely and amicably with a small team, and engage respectfully with people with different views and lived experiences.
- The utmost discretion and respect for the confidentiality of any sensitive events that take place in Quaker House.
- While English will be the primary mode of communication, a working knowledge (or fluency) in other languages e.g. French, Flemish/Dutch, German would be an advantage. It should be noted there will be assistance from a number of sources to manage and coordinate translations.

*While this is the profile we are looking, if you don't fit all the criteria, yet feel that this job is the right match for you, we encourage you to apply.*

### **QCEA is an Equal Opportunity Employer**

We welcome and encourage diversity in our team. All qualified applicants will receive consideration for employment without regard to race, colour, religion, age, sexual orientation, gender identity, national origin, family status and disability.

## TERMS AND SALARY

QCEA is located at Quaker House, Square Ambiorix, Brussels. We are able to offer a 12 month contract at this stage. For this post QCEA is able to offer a salary of approximately 3300 euro gross per month. QCEA offers additional net benefits including meal vouchers and travel costs in some circumstances. All QCEA staff receive 25 days holiday per year. Fulfilling work and a healthy work-life balance for staff and volunteers is at the centre of delivering QCEA's vision of peace, justice and equality. Working hours are 9:00 to 18.00 (16:00 on Fridays), but staff are encouraged to fit non-fixed working times around family and other commitments. This includes working at home for up to 3 days a week by arrangement with the Director. Part-time work (not less than 80%) could be considered.

## APPLICATION PROCESS

We invite candidates to submit a CV (max. 2 pages) and a letter of motivation (max. 1 page) to the QCEA Director ([director@qcea.org](mailto:director@qcea.org)) by the end of **Thursday September 26th**. We encourage applicants to cover all the points in the person specification in their CV and/or letter of motivation.

## SELECTION PROCESS

1. All applicants are informed of the outcome of their application (for full applications, correctly submitted).
2. Online interviews with long-listed candidates are planned to take place on 1<sup>st</sup> and 2<sup>nd</sup> October (please contact us regarding interview scheduling needs due to work or caring commitments).
4. Candidates are informed of the outcome of their online interview. Successful candidates are asked to complete a written/recorded assignment.
5. Face-to-face interviews in Brussels or online interviews with short-listed candidates are planned for Thursday 10<sup>th</sup> October.
6. Short-listed candidates are informed of the outcome of their interview

*N.B. Dates may need to be changed and we will do our best to be flexible so we can interview all shortlisted candidates.*