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ETUCE

European Trade Union Committee for Education EI European Region

Vacancy Notice

EUROPEAN REGION- ETUCE

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The European Trade Union Committee for Education

Equal Opportunity Employer

Invites applications for the full-time position of

Communication Officer

Brussels

The European Trade Union Committee for Education (ETUCE) has a vacancy for a Communication Officer. The vacant position is to be filled as of May 2019.

About ETUCE

The European Trade Union Committee for Education represents 132 education trade unions in Europe from 51 countries with approximately 11 million members, vis-à-vis the EU policy-making institutions in Brussels, the Council of Europe and other European organisations. The main work of ETUCE relates to education and labour-market policies in Europe. In addition, the organisation plays an important role in supporting and coordinating the international cooperation among its member organisations in the EU/EFTA countries and its member organisations in other parts of Europe.

ETUCE is the European Region of Education International (EI). It is a Social Partner organisation at European level and a European Trade Union Federation within the European Trade Union Confederation (ETUC).

The Position

The Communications Officer is primarily responsible for the development and the implementation of ETUCE's communication strategy with the aim of ensuring consistency and strengthening ETUCE's visibility, and of positioning ETUCE as science and knowledge provider on education trade union policies. The Communication Officer's work consists of promoting the organisation's image and activities through a range of media and to a variety of audiences. The work aims to translate ETUCE's results and activities into effective communication messages to influence and gain the support of member organisations, European and national policy-makers, the media, partners, donors and the general public. S/he leads the development and implementation of new ways of defining and reaching target audiences and ensures that communication aspects are integrated in all aspects of ETUCE's work in the EU also by encouraging staff to consistently and regularly use communication tools. S/he advises the European Director on communication matters and contributes to effective internal network communications.

Key responsibilities

- Develop and coordinate ETUCE's communication strategy and media work, as integral part of EU and Europe-wide policy influencing
- Administer ETUCE's social media activity and implement strategies to grow audiences, contact list and increase digital presence
- Coordinate ETUCE's media relations work, including drafting press releases and dealing with media queries



5, Bd du Roi Albert II, 9th
1210 Brussels, Belgium
Tel +32 2 224 06 91/92
Fax +32 2 224 06 94
secretariat@csee-etuice.org
<http://www.csee-etuice.org>

European Director

Susan FLOCKEN

Treasurer

Mike JENNINGS

- Liaise with ETUCE's member organisations for news, publications, etc.
- Contribute to the development of and participate in the media and communications aspects of ETUCE's advocacy and campaign work
- Write, edit, translate and proofread articles in English for ETUCE's print and online publications
- Monitor and update content on ETUCE's website

The ETUCE secretariat in Brussels is a relatively small secretariat, valuing an informal working atmosphere, close team work, and a high level of excellence in its work.

Required Education and Employment Background

- University degree in a relevant subject or equivalent professional experience.
- Excellent knowledge and command of the English language, written and spoken.
- Good command of French; Spanish, German and/or Russian are an asset
- Sound experience in journalism, media (online or offline) and communications demonstrated by published evidence
- High standard of relevant computer skills, with competence in website management and/or graphic design is a significant advantage.
- Ability to work independently and to collaborate as part of a small team in a multicultural and demanding environment.
- Good understanding of publicly funded education issues and trade union values.
- Work experience in a trade union or international environment is an advantage

An attractive salary and conditions of service package are to be provided in accordance with the ETUCE/Staff Collective Agreement. Health and travel insurance are provided.

Applications including a cover letter and CV as well as a portfolio with original content and other supporting material of the candidate's experience must be submitted **by 4 May 2019 to job@csee-etu.org**