

The European Trade Union Institute (ETUI) is seeking to recruit a full time:

Communications Officer:

Location: Brussels

Do you want to help spread the message about the need to improve the working lives of Europeans in a fast-changing world? Are you skilled in writing, editing, websites and social media? Will you thrive in a fast-paced, multi-national environment analysing complex issues about the economy, society and working conditions? Are you comfortable dealing with trade unions and social actors, journalists, policymakers, academics?

The ETUI is a leading applied research institute for the European labour movement. We use our expertise in research, training and workplace health and safety to advance workers' interests. We are looking for a full-time Communications Officer to:

- Edit HesaMag, the leading magazine for health and safety/working conditions professionals
- Edit and write for the ETUI's website
- Manage the relationship with the general news media and trade union press

Skills required

- Excellent editorial and writing skills
- Excellent written and verbal communications in English and French
- Strong organisational skills and the ability to handle multiple projects and meet tight deadlines
- Good interpersonal skills and the ability to work in a team

Knowledge and experience

- 3 years or more of experience in communications, editing or journalism
- Educated to Master's degree level
- Knowledge of European trade unions, working conditions, social policies, or employment issues and willingness to learn health and safety issues (if needed)
- Experience in website management and social media skills is a must
- Knowledge of the European Union, European institutions and governance systems

Responsibilities

You will have two main roles, as well as a set of other duties within the Communications and Publications team:

Managing Editor of 'HesaMag', the ETUI's bi-annual magazine for workplace health and safety professionals

- Devise a strategy to develop the content and impact of the magazine
- Liaise with contributors; coordinate and conduct copy-editing of finished articles
- Compile and edit 'HesaMail', the monthly Health and Safety/working conditions newsletter of the institute

Managing Editor and copy-writer for the ETUI's website

- Write copy for the website, including news and feature stories on ETUI activities, updates on research projects, blog articles, interviews and event reports
- Update the website with announcements of new publications, training courses, events, research projects and news stories of interest to the target groups of the institute
- Organise photographs, graphics and videos for the website

Contribute generally to the work of the Communications and Publications team

- Building and maintaining contacts with journalists, academics, European Union officials,
- Maintaining a news diary of important events in the European public policy calendar
- Helping with the ETUI's blogging and social media activities

The ETUI offers a challenging and dynamic multicultural working environment, combining excellent academic standards with close contacts to European policymakers. For further information visit: <http://www.etui.org>. The ETUI offers good working conditions with a competitive salary and an attractive package of fringe benefits in line with qualifications and experience.

Applications and supporting documents (CV, evidence of qualifications, etc.) should be sent before 10 December 2018 to:

Steve Coulter

Head of Communication and Publications

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Short-listed candidates will be invited to interviews which will take place on 10 of January.

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