**Vacancy notice**

**Permanent contract**

Post: **Communications Officer**

The International Trade Union Confederation represents 207 million workers in 163 countries and territories and has 331 national affiliates.

Our Campaigns and Communications Department is responsible for external (public) and internal (affiliates) communications, and coordinates and supports strategic international campaigns such as ending corporate greed and exploitative global supply chains in order to secure workers’ rights; tackling informal work, forced labour and other forms of exploitation; campaigning for a minimum living wage and for a Just Transition to a zero-carbon, zero poverty future.

We are looking for a talented and experienced **Communications Officer** to fill a key position in this Department at our Brussels headquarters.

The successful candidate will be expected to take a leading role in developing and implementing the ITUC’s public-facing communications work and its communications with affiliates in a fast paced, multi lingual and international environment.

Responsibilities:

* Writing of short-form online content and editing and writing of longer-form content, in cooperation with other members of the Campaigns and Communications team, including on complex and sensitive topics;
* Producing and overseeing the production of material for the ITUC website, and contributing to the further development of the site;
* Supporting campaign activities through the generation of campaign-specific content;
* Writing press releases and pitching to media, in a diverse global media landscape;
* Contributing to the planning and implementation of ITUC communications strategy;
* Managing communications with ITUC affiliates and increasing the effectiveness and impact of affiliate communication;
* Working with other ITUC departments producing reports, identifying interesting facts and figures and providing communications outreach around these;
* Contributing to the production of blogs and opinion articles;
* Building networks of contacts in the media and with other trade union organisations and NGOs;
* Contributing to ITUC social media output;
* Production of short interview-format videos and commissioning and post-production of audio-visuals;
* Integrating material from colleagues and other sources dealing with legal, political, economic and human rights issues into coherent and engaging communications outputs.

Experience desired:

* Several years’ experience in a trade union organisation with responsibility for communications, or in an international NGO with strong identification with the ITUC’s values and objectives;
* Experience working at regional or international levels, or demonstrated capacity to translate national experience into the international sphere;
* Demonstrated capacity to research and generate short- and long-form content;
* Experience in handling several projects at the same time, including in different regions and on different topics;
* Media liaison, pitching of stories and growing of audiences including through use of social media.
* Demonstrated understanding of key ITUC audiences – trade unions and their members, community and human rights advocates and journalists.

Skills required:

* Strong ability to generate written content rapidly and accurately, in English (the highest professional standard is required). Other languages (especially French and Spanish) a distinct advantage;
* Good knowledge of the international media scene; knowledge of and relationships with mainstream media and specialist publications relevant to the ITUC’s mission;
* Ability to use social media to reach broad audiences and ensure the best use of social media as it evolves;
* Proficiency in the use of a range of communications devices (smart phones, video, etc.) effectively to generate content;
* Ability to work in a diverse team, with strong inter-personal skills;
* Writing and editing reports, with capacity to commission graphics, oversee layout and support web-design;
* Web and desktop publishing skills;
* Ability to identify research and fact-finding needs, conduct or commission research including as part of a team;
* Willingness to travel internationally, adapt to different environments and work in a multicultural, multilingual setting;
* English language to the highest professional standard is required, with knowledge of other languages (especially French and Spanish) a distinct advantage.

We offer an attractive salary and significant extra-legal benefits. We are an Equal-Opportunity employer and we encourage appropriately qualified women, candidates from developing countries and members of minorities to apply.

Category: VII (VIII)

Closing date: 16 March 2018 0:00 PM Brussels Time

Applications: to Luc Vermeersch, Personnel Officer   
[luc.vermeersch@ituc-csi.org](mailto:luc.vermeersch@ituc-csi.org)