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| logo_telecentreeurope**Job Title: Communications Manager** | |
| **Post No: 005** | **9.5-month consulting contract, renewable in 2014**  **Dedication: 13,3 to 19 days per month** |
| **Fees (includes all taxes): €13,300 (0.7 FTE) to €19,000 (FTE) in 2013 / 9.5 months** | |
| **Reports to: Managing Director** | |
| **Estimated starting date: 15th of April 2013** | |
| **Job Purpose:**  The post holder is responsible for the Communications function towards Telecentre-Europe members, stakeholders and general public. S/he will increase the mass media and public profiles of the organisation; coordinate marketing, dissemination and mainstream activities; actively participate in the communicational aspects of projects, events and campaigns; further develop its online community; and contribute to the achievement of new business opportunities. | |
| **Areas of Accountability:**   * Implement all marketing, communications, PR and networking strategies of the organisation, ensuring that they are appropriate, effective and timely * Build relationships with the mass media and other stakeholders at senior levels * Design and deliver a series of PR/media campaigns, including the issuing of press releases, to achieve the business objectives of Telecentre-Europe and support its sustainability * Design and deliver communication strategy (including marketing, PR and networking, both online and offline) for Telecentre-Europe events and campaigns * Increases the sense of community with members and stakeholders through the main Telecentre-Europe website, Ning, newsletter, twitter, facebook and other online communication channels, keeping the Telecentre-Europe brand fresh and interesting to encourage members and stakeholders to join and stay with the organisation * Perform Telecentre-Europe communication and dissemination activities in specific projects funded by the European Commission or private donors * Design and deliver the team's internal communications from multiple workplaces * Manage a dynamic case studies database | |
| **Planning and Organising:**   * Developing Communications Plan for the organisation (annually) * Contribute to the business plan for Telecentre-Europe (annually) * Developing activity plan (quarterly) * Reporting time invested in projects/tasks (monthly) | |
| **Decision Making:**   * freedom to decide how to achieve end results in delegated areas | |
| **Internal and External Relationships:**   * Managing Director, Grants and Campaigns Coordinator, European Projects Coordinator,Telecentre-Europe AISBL Board, Members * European Commission, private sector (ICT industry, CSR departments), telecentre networks, high profile journalists and communications specialists within stakeholder organisations, researchers, and research organisations | |
| **Knowledge, Skills and Experience Required:**   * 3-5 years experience in a press office, communications, marketing or public affairs environment * Strong decision-making skills * Advanced level written and verbal communication skills * Strong project management * Strong negotiation skills * Good awareness of the policy and political environment in which Telecentre-Europe operate * Fluent English speaking and knowledge of other main European language(s) | |
| **Competencies Required:**   * Inspiring * Proactive * Adaptable * Autonomous * Planner * Outcomes oriented * Web content creator | |
| **Success Measures:**   * Evaluation of the effectiveness of communications activity * Member and stakeholder feedback * At least 50 citations annually, for example press articles, blogs, mentions in government documents | |
| **Special Features:**   * Willingness to travel and occasional overnight stays essential | |