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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
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| **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)
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| **Decision Making:*** freedom to decide how to achieve end results in delegated areas
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| **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
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| **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)
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| **Competencies Required:*** Inspiring
* Proactive
* Adaptable
* Autonomous
* Planner
* Outcomes oriented
* Web content creator
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| **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
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| **Special Features:*** Willingness to travel and occasional overnight stays essential
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