



## Vacancy: Communications Manager

**A vacancy has arisen for the post of Communications Manager at the headquarters of the European Judicial Training Network (EJTN) in Brussels.**

Do you have professional communications experience, including drafting press releases, managing social media profiles and dealing with the corporate correspondences gained in the field of education? Can you contribute to developing and implementing communication policies and action plans of an international organisation which aims at training the judiciary at the European level? If so, our job offer may be the right opportunity for you.

### **Background**

The European Judicial Training Network is an international not-for-profit association governed by the provisions of Belgian law relating to non-profit making associations, foundations and non-profit making international associations.

This association, gathering the training institutions for the judiciary of all European Union Member States has, as its aim, the promotion of training programmes with a genuine European dimension for the members of the European judiciary.

Within the framework of the creation of a European area of freedom, security and justice, EJTN affirms itself as a major platform where its Members cooperate on the analysis and identification of the training needs of the judiciaries of the Member States, the exchange and dissemination of experience in the field of judicial training and the design of programmes and methods for collaborative training. Additionally, EJTN serves as an arena for the coordination of Members' programmes and activities in matters relating to European law and those which concern initiatives of the EU and the dissemination of knowledge about the legal systems of EU member States.

While dedicated to excellence in European judicial training, EJTN works closely with the European Commission and with nearly 40 EU national judicial bodies, which are Members and Observers of EJTN. The EJTN Secretary General, whenever appropriate, ensures compatibility between the programme of activities of EJTN and the priorities set by the European Union.

### **The position**

Under the supervision of the Secretary General and the Head of Office, EJTN seeks a **full-time Communications Manager** position which offers a challenging and unique role with a very wide breadth of tasks and responsibilities.

The position entails responsibilities in relation to EJTN's website, social media, corporate communications and outreach activities to assist the team with their daily activities aimed at raising awareness for their activities and stream-lining internal and external communications.

Apart from the specific daily and strategic tasks of this position highlighted below, it demands proactivity, creativity, inventiveness and cooperation in terms of seeking and raising initiatives for enhancement corporate communication.

### **Key responsibilities**

The tasks pertaining to the position include non-exhaustively:

- Energising, developing, implementing and evaluating the **corporate communication strategy** aiming at an enhanced visibility of the company and its activities;
- Translating the corporate communication strategy into internal operational guidelines;
- Responsibility over production and drafting of qualitative and audience-targeted communication :
  - o **daily communication** through website, social medias (*general and activity / event-specific*), staff training and assistance, publications (*ex. newsletters, annual report content coordination and design*), promotional materials (*movie, brochures, reports*), assisted on an-hoc basis by outsourced services;
  - o **outreach activities**, i.e. activity / event-specific communiqués and awareness campaigns, movie, brochures, report, corporate information packs;
  - o promotion and facilitation of **webinars and digital educational materials** (*collecting synopsis, visibility through direct emails and social media / news posts*);
- Act as focal **contact point**:
  - o To ensure transparent internal communication and the completion of timely **reporting** obligations to different stakeholders;
  - o To provide a **strategic monitoring** and identify subjects of corporate interest (*ex. interviews, statements, opinion articles, etc.*) with a view to develop and communicate key messages for target audiences and identifying opportunities to deepen engagement in particular on social media platforms;
  - o To organise **awareness-raising campaigns** and the promotion of activities towards institutional partners, EU institutions, ex. Open House Day.

### **Qualification and Experience required**

- A post-secondary education or a Master degree in **Journalism or Communications** attested by a diploma, or equivalent proven competence,
- A minimum of 4 years' proven professional experience and technical expertise in relation to the profile of the position,
- Drafting skills and concern for quality;
- Fluent proficiency in spoken and written English (at least C1); Knowledge of French an asset;
- Excellent written and verbal communication skills, including presentation skills;
- Strong interpersonal, organisational, planning and team-working skills;
- Detail and service-oriented with excellent follow-up and time management skills;
- Ability to work in a fast-paced environment, with multiple and changing priorities while maintaining strong focus on execution and results;

- Well-developed administrative and computer skills, including good knowledge of MS Office, web-based tools such as Zoom, Microsoft Teams;
- Possess a “can do” spirit of accountability, helpfulness, inclusion, flexibility, continuous improvement, collaboration, creativity and fun;
- Willingness to work flexible hours and to travel;
- Would thrive in a multicultural and international environment.

### **We offer**

- An attractive base salary and remuneration package commensurate with experience, in accordance with EJTJN employment scheme;
- An international working environment with a leading actor in the judicial training field;
- Continuous training and professional development.

### **Vacancy specification**

The position is intended to be a full-time one, initial fixed-term contract under Belgian law, with the possibility of prolongation or becoming permanent.

The interviews will be conducted in April 2022, and the expected start date is from end of April 2022 the latest.

### **Application**

Please [complete the application process to apply for this position](#) by **Friday 15<sup>th</sup> April 2022 the latest**. Please add your CV, a motivation letter highlighting your expectations and stating your current notice period and salary expectations.

Furthermore, please add therein a self-written statement, as written below, authorising EJTJN to process your personal data in accordance with [EJTJN's Data Protection and Privacy Statement](#).

We regret that only shortlisted candidates will be contacted.

### **Compliance with EJTJN's Data Protection and Privacy Statement**

Including the following self-written statement, authorising EJTJN to process your personal data, is mandatory and a prerequisite for applying for employment or an internship at EJTJN. Without this statement, your application will not be considered, and your application will be deleted. *“I hereby consent to EJTJN collecting and processing my personal data for the exclusive purposes involved with seeking employment or an internship position. I have reviewed the details of how EJTJN processes, shares, transfers, uses and protects private data as well as my rights from EJTJN's full Data Protection and Privacy Statement.”*