

# Communications Officer Application Pack

<b>Closing Date</b>	<b>04/12/19</b>
<b>Interview Invites</b>	<b>09/12/19</b>
<b>Online Interview Date</b>	<b>13/12/19</b>

## Introduction

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IGLYO is the largest network of lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI) youth and student organisations in the world. As a youth development and capacity building organisation, IGLYO builds the confidence, skills and experience of young people to become leaders within the LGBTQI and human rights movements. We achieve this through a range of international conferences, events and workshops, as well as developing online training and resources. More information about IGLYO's work can be found at [www.iglyo.com](http://www.iglyo.com)

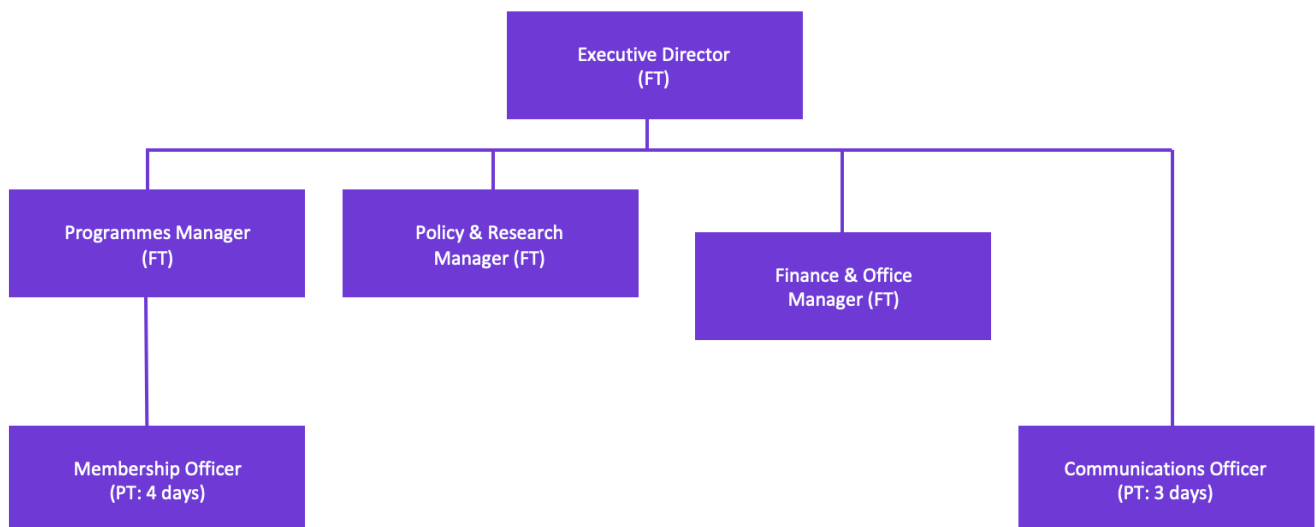
## Job Information

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Job Title	Communications Officer
Monthly Salary (Gross)	€2.118,40 <b>pro rata</b> + Prime de Fin D'année (1 month) + Double Pécule de Vacances (0,92% of 1 month)
Working Hours	22,5 hours per week
Holiday Entitlement	34 days <b>pro rata</b>
Line Manager	Executive Director
Contract	Permanent

## IGLYO Secretariat

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## Benefits

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- Additional pro rata salary payments (prime de fin d'année and double pécule de vacances)
- Paid travel, subsistence and accommodation for work related meetings where necessary
- Annual holiday pay in accordance with Belgian regulations
- Additional holiday between 25 – 31 Dec
- Relocation costs of up to €250 (if you currently live outside of Belgium)

## Who Can Apply?

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Candidates **must be eligible to work in Belgium** at time of application.

IGLYO will not consider age, gender, sexual orientation, gender identity, sex characteristics, socio-economic status, ethnic identity, religious or political beliefs, (dis)ability or any other non-work related criteria in the selection process.

*IGLYO particularly welcomes applications from women, trans, and non-binary individuals. IGLYO also welcomes applications from candidates who are under thirty years old.*

## How to Apply

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Please read through the role description and personal specification contained within this pack, and if you match all the essential criteria, we invite you to apply by sending the following items to [jobs@iglyo.com](mailto:jobs@iglyo.com)

- **Most recent CV**  
(Please remove your date of birth, first name, photo, and any other information about your age, gender, ethnicity, or any other elements of your identity)
- **An example of graphic design or film work from your existing portfolio**
- **An example of your writing skills**
- **A short film/animation/graphic designed to promote IGLYO's Activist Academy**

If the files are too large to send by email, please send to us using WeTransfer or Google Drive.

## Selection Details

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Candidates who are shortlisted will be notified by email and will be asked to attend an online interview. **Only shortlisted candidates will be notified, and unfortunately, we will not be able to provide feedback to unsuccessful applicants.**

The successful candidate will be expected to take up their post within two months of being informed, but an earlier start date is preferable.

Informal enquiries about the post can be sent to [jobs@iglyo.com](mailto:jobs@iglyo.com)

## Job Description

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### Communications Officer

#### Campaigns & Digital Storytelling

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- Raise awareness of relevant issues to LGBTQI young people through innovative film and digital storytelling projects
- To produce and edit a range of online films, including interviews with our members and partners and footage from IGLYO events
- To develop graphics and films to highlight different LGBTQI cultural calendar events, such as IDAHOT, Intersex Awareness Day and Trans Awareness Week

#### Online Profile & Engagement

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- To recruit, train and manage a team of youth volunteers who will be responsible for creating content for IGLYO's online platforms
- To review and summarise LGBTQI news and events in Europe to keep our network informed
- To engage with IGLYO members online by responding to questions and requests on our social media channels
- Provide live updates from IGLYO's events to generate interest and reach wider audiences
- Work with the Membership Officer to engage with and update IGLYO's member organisations

#### Website Maintenance & Development

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- To review and update content, images and layout of IGLYO's websites to ensure they continually evolve with our work
- To gather data and monitor traffic to IGLYO's websites to help improve IGLYO's online presence
- Collect content from member organisations to promote their work across the network

#### General

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- To liaise with external contractors on design and print of publications
- To support the smooth running of the Secretariat
- To assist with the preparation of various event logistics
- To attend various events/meetings to provide logistical support
- To undertake other reasonable duties which may be required from time to time

## Personal Specification

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>- Film making and editing experience</li> <li>- Minimum of 1 years' experience in a communications/creative role (paid or voluntary)</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working for a NGO</li> </ul>
Personal Qualities, Skills & Knowledge	<ul style="list-style-type: none"> <li>- Ability to use your own initiative and work autonomously</li> <li>- Ability to organise, plan and prioritise workload and work under pressure to meet tight deadlines</li> <li>- Excellent spoken and written English</li> <li>- Ability to communicate clearly, concisely to a wide range of audiences</li> <li>- Strong understanding of LGBTQI issues</li> <li>- Keen interest in current affairs, human rights with an ability to analyse and summarise information</li> <li>- Ability to write engaging articles</li> <li>- Highly responsive with the ability to react to news/events as they happen</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with the media</li> </ul>
Technical	<ul style="list-style-type: none"> <li>- Proficient using Adobe Creative Cloud software</li> <li>- Basic graphic design skills</li> <li>- In-depth knowledge of Word Press CMS</li> <li>- Extensive knowledge of social networking platforms and related communication tools</li> <li>- Excellent IT skills with experience of using Microsoft Office &amp; Google Drive</li> </ul>	
General	<ul style="list-style-type: none"> <li>- Eligible to work in Belgium</li> <li>- Ability to relocate to Brussels and travel on an occasional basis</li> <li>- Ability to work flexibly, including sometimes working irregular hours</li> </ul>	