



*The International Federation for Spina Bifida and Hydrocephalus is looking for a full-time **Member Engagement & Communications Officer**. Head office is located in Brussels but working remotely is a possibility.*

## **Member Engagement & Communications Officer**

### Job Profile

#### **PROFILE**

Your passion for engaging and communication and good eyes for messages and design makes you tick off many different types of tasks every day. As member engagement and communications officer you are in charge of overseeing all internal and external communications for IF. With your enthusiasm and excellent skills in communication matters, support the work by the team going forward in a professional way. Your work therefore significantly contributes to increase and improve the International Federation for Spina Bifida and Hydrocephalus' visibility, profile and outreach through the effective use of communications, marketing, events, PR and writing skills.

#### **RESPONSIBILITIES**

- To develop and implement, together with the Secretary General, a well-supported communication action plan that reflects the overall IF's Strategy
- To liaise with the media and other relevant third parties in order to maximize positive image of the organization and visibility of the cause
- To create high quality copy items to the media including news items, press releases, articles and event write-ups
- To coordinate the draft of documents and publications including annual reports, communication messages, posters and leaflets as required
- To manage, maintain, expand and update IFs website (and related projects), including:
  - Writing content/news items covering events and activities
  - Creating, designing and updating websites as required (eg World Spina Bifida and Hydrocephalus Day)
  - Coordinating the translation of websites
  - Fixing bugs and technical issues related to the websites
- To create and distribute the organisation's newsletters, to coordinate its translation as required, and to maintain an up to date list of subscribers
- To assist with the organisation of, and to contribute creatively to events, conferences, workshops, exhibitions, competitions
- To collect and organize materials (e.g. photos) for events, ensuring they are in the correct format and have supporting text and documents when required
- To liaise with third parties regarding events (e.g. designers)
- To create and maintain social media accounts for the organisation and related events



- To support and assisting IF staff with communication and design matters
- To represent the organisation at meetings and conferences in a professional and appropriate manner when required
- To travel throughout Belgium and abroad when required

#### **Skills, Experience & Personal Qualities**

- An absolute commitment to working for the voluntary sector
- An understanding of disability and a good awareness of diversity issues
- An understanding of Spina Bifida and Hydrocephalus and its impact on people
- Experience of organizing and contributing to events
- Excellent communication skills – both written and verbal
- Experience of website design, creation and management
- Good understanding and experience of the professional social media use
- Good copy writing and proof reading skills
- A proven understanding of the importance of marketing and communications
- Good presentation skills and the ability to act as the 'face' of the organisation
- High level of IT literacy including HTML, web accessibility
- A skilled eye for quality in published materials; knowledge and experience of what works and what doesn't
- Proven ability to develop a concept into a practical plan of action – completer/finisher
- A demonstrated high level of drive and initiative whether working individually or as part of a team
- Good organisational and administrative skills
- The willingness/ability to work occasional weekends/unsocial hours and to travel, to fit with the demands of the job

*Are you the enthusiastic and responsible member engagement and communications officer who wants to strengthen the IF team? Please send your CV and Motivation Letter to the attention of Dr. Sylvia Roozen to [recruitment@ifglobal.org](mailto:recruitment@ifglobal.org). Due to the large number of applications expected only shortlisted candidates will be contacted.*