

JOB OPPORTUNITY

Head of Communications and Engagement



Job Ref: IBE Head of Communications of Engagement
Type: 18-month fixed-term contract with possibility to extend
Location: Remote working, with some international travel required
Salary: €55,000 with 26 days annual leave
Closing Date: Rolling recruitment process

Background

The International Bureau for Epilepsy was established in 1961 and has grown to almost 150 chapters in over 100 countries all around the globe. The Bureau is the recognised international umbrella body representing national epilepsy organisations that have a specific interest in improving the social condition and quality of life of people with epilepsy and their carers.

We are looking for a creative self-starter who works well independently but who is also prepared to get involved across the organisation's activities to become our Head of Communications and Engagement.

Amplifying and empowering the voice of people with epilepsy is one of IBE's objectives for the next 5 years and this new role is designed to create an internal and external communications infrastructure that results in more meaningful engagement between IBE and related high level stakeholders, our chapters and, ultimately, those living with epilepsy across the globe.

This is a great opportunity for someone who wants to make a real impact for those living with epilepsy worldwide, and is prepared to play a major role in a small team with big plans!

Role Requirements

The candidate should have:

- Minimum degree level qualification. Communications discipline is desirable but not essential.
- Substantial and relevant experience in a similar role – including developing and implementing media, advocacy and/or marketing campaigns.
- Digital marketing and social media capabilities.
- Professional/high-level graphic design capabilities.
- Technical skills and knowledge required to develop/update websites and other online platforms.
- Experience in project management with a proven track record of delivering on objectives and working with a number of external organisations/agencies.
- Confidence in public speaking and networking.
- High-level of oral and written communication skills.
- Acute social intelligence and cultural agility, with a personable manner.

Previous experience of working in an area of public health, and a general understanding of the not-for-profit sector is desirable.

Fluent English is a pre-requisite, Spanish is desirable and additional languages are an advantage.

Role Description

In line with IBE's Strategic Plan and its Annual Workplan, the Head of Communications and Engagement will be tasked to:

- Create an IBE *Communications and Engagement Strategy* and associated annual workplan, as well as developing a communications/engagement workstream to accompany all ongoing projects and initiatives.
- Lead the coordination and roll-out of International Epilepsy Day, including the development of sponsorship packages.
- Lead the coordination and roll-out of the annual #50millionsteps for epilepsy campaign, including the development of sponsorship packages.
- Support the coordination and roll-out of awareness-raising campaigns in support of global advocacy initiatives.
- Design and edit materials and resources to support IBE projects and initiatives e.g. learning materials for IBE Knowledge Hub, policy briefs for Global Advocacy, annual reports, presentations, etc. – ensuring a clear and consistent visual identity.
- Maintain IBE websites and social media channels, with a focus on driving visitors and increasing visibility.
- Support the creation and maintenance of the IBE knowledge hub infrastructure – including the streamlining and merging of current communications platforms.
- Build a consistent communication channel between IBE and its chapters worldwide, strengthening meaningful engagement of chapters in IBE's activities, and facilitating inter-regional and intra-regional collaborations.
- Support the IBE leadership with stakeholder and partner engagement strategies through a range of channels including regular email campaigns, social media posts, events and newsletters.
- Join and present at meetings of IBE teams, commissions and councils – as appropriate, and play a leading role in working with IBE's Consumer and Corporate Councils.
- Engage, mentor and coordinate volunteers as appropriate.
- Source external consultants and expertise for communications tasks, as needed.
- Develop performance indicators and produce regular analytics to show reach/impact.
- Any other related tasks.

More Information

This is an initial 18 month contract, reviewable and renewable subject to performance and funding.

This is a full-time employment position – working from home – with a starting net salary of €55,000 per year. Further details contained within IBE employee handbook.

(However, IBE is open to offering this position as a freelance (self-employed) role.)

Some travel may be required, for which expenses will be reimbursed. Therefore, s/he should be based near a well-connected transport hub in Europe.

S/he will work directly with, and report to, the IBE CEO – as well as linking with other team members and the Management Committee.

Should junior team members be hired, the Head of Communications and Engagement may be asked to take on a coordination and supervisory function.

Application Process

This is a rolling recruitment process and the position will be filed as soon as suitable candidate is identified.

Please send a one-page letter of motivation and short 2-page CV (maximum) to IBE's CEO, Donna Walsh, at:

donnawalsh@ibe-epilepsy.org

Use the following subject line in any job related correspondence:

IBE Head of Communications of Engagement

Note: IBE is also recruiting for additional positions, so feel free to highlight relevant skills in other areas in your cover letter. See www.ibe-epilepsy.org for more.