

JOB DESCRIPTION

Communications Officer



Job Ref: IBE Communications Officer

**Type: 12-month fixed-term, full-time contract with possibility to extend.
*Part-Time/Job-Share option may be considered for the right candidate.***

Location: Remote working, with some international travel required.

IBE is registered as an employer in Ireland and the United Kingdom. Applicants should be based in these countries.

A freelance consultant/self-employed contractor may be considered in other locations.

Salary: €31,000 - €35,000, depending on expertise and experience.

Closing Date: Friday January 19th 2024 (applicants invited for interview will be informed by 22nd January)

Interviews taking place: Tuesday 30th and Wednesday 31st January

Background

The International Bureau for Epilepsy was established in 1961 and has grown to over 160 chapters in over 110 countries globally. 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. IBE launched an exciting new strategy in 2022, which is focused on ensuring epilepsy is a global health priority, that we are empowering and amplifying the voices of people with epilepsy and that we are serving and supporting our chapters across the world.

We are a small, passionate, and ambitious organisation, engaging with people with epilepsy, their families and epilepsy organisations in different countries on a daily basis.

We are looking for a creative, and technology proficient, self-starter who works well independently but who is also prepared to get involved across the organisation's activities to join our team as Communications Officer.

This role is varied and is designed to support the development and professionalisation of our internal and external communications infrastructure – resulting in increased visibility for IBE, raised awareness for epilepsy and more engagement with relevant high-level stakeholders and our wider community. This is a great opportunity for someone who wants to make a real impact for those living with epilepsy worldwide.

We strongly encourage candidates of all backgrounds and identities to apply. As a global organisation, we value people with different experiences and perspectives. We're looking for people who have passion and integrity. **We would also encourage individuals who have lived experience of epilepsy to apply for this role.**

Role Description

Working closely with IBE's Head of Communications and Head of Engagement, the Communications Officer will be tasked to:

- Support the creation of engaging IBE communication materials, including proactive content generation and editing for IBE's social media channels, website and newsletter(s), and other publications.
- Support the coordination and roll-out of the annual #50millionsteps Campaign, and International Epilepsy Day.
- Lead on the launch, roll out and uptake of the IBE Knowledge Hub (community engagement platform), being the contact person for queries from our community, and content moderator.
- Develop materials and resources to support/promote IBE projects and initiatives e.g. promotional brochures, impact reports, etc. – ensuring a clear and consistent visual identity.
- Support the IBE leadership and staff team with the development of communication resources to enable their work e.g. powerpoint presentations.
- 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.
- Manage the technical aspects of the IBE websites, including the redevelopment of IBE's Women and Epilepsy online assets.
- Any other related tasks.

Skills & Experience

- A degree (or equivalent) in Communications or related discipline – or comparable work experience.
- Fluency in English. Spanish and/or French language skills are desirable. Additional language skills are an advantage.
- Experience in graphic design and ability to use tools such as Canva, Adobe InDesign or similar.
- Technical proficiency in using Microsoft 365 and Google Workspace, and ability to populate and update websites, social media profiles, community engagement platforms, etc.
- Skilled in IT problem solving.
- Confident public speaker and strong writer with an ability to explain complex information in clear and engaging ways.
- Ability to use data, such as analytics, to monitor performance and inform plans.

Desired Qualities

An understanding of epilepsy and its impact on people with epilepsy and their families, and an enthusiasm to expand your knowledge.

An ability to:

- Prioritise own workload effectively, as part of a small team, and willingness to support others to meet challenging deadlines.
- Work independently in a remote working environment.
- Build and maintain positive relationships with colleagues, our community and a range of stakeholders.
- A willingness to travel internationally.

Application Process

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 Communications Officer

The deadline for applications is January 19th 2024.

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