Basic Information

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Communications Officer</th>
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<tr>
<td>DEPARTMENT</td>
<td>Outreach and Development Department; Communications Unit</td>
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<tr>
<td>REMUNERATION</td>
<td>Gross annual salary: 26,000 – 28,600€</td>
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<td>WORK BASE</td>
<td>Club de Madrid Secretariat in Madrid, Spain</td>
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<td>Currently operating with a hybrid work model - Mondays, Tuesdays and Thursdays in Club de Madrid’s offices and Wednesdays and Fridays remotely (Applicants must hold EU citizenship or valid work permit within the EU)</td>
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<tr>
<td>WORKING HOURS</td>
<td>8h hours/day Mon-Fri (Flexibility &amp; intensive working hours in summer)</td>
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<td>TYPE OF CONTRACT</td>
<td>Indefinite, with trial period</td>
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<td>STARTING DAY</td>
<td>February 1, 2022</td>
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Organizational Context

Club de Madrid is the world’s largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral level.

Objectives

The Communications Officer’s main role will be to support the implementation of the communications and outreach strategies of Club de Madrid. She/he will work under the coordination and oversight of the Outreach and Development Coordinator, and under direct supervision of the Communications Manager. Likewise, she/he will work in direct collaboration with other colleagues in the Program, Outreach & Development, and Finance and Administration Departments.

Tasks and activities

The Communications Officer will, under the coordination and oversight of the Outreach and Development Coordinator and the supervision of the Communications Manager, among others:

* Social Media & platforms
  * Update, feed and promote the Club de Madrid website.
● Manage, maintain, measure (analytics) and update social media accounts and platforms (Twitter, Instagram, LinkedIn, Facebook, YouTube, Google Photos, etc.);
● Support Club de Madrid’s online campaigning taking into account specific targets and objectives.

**Media**
● Prepare and edit Club de Madrid communication packages including press releases, press pieces, statements, photos, videos, and audio;
● Support media engagement including the media data base;
● Keep track of news pertaining to the work of Club de Madrid, and create clipping reports.

**Outreach & Development and Programs support**
● Collaborate in the preparation, design, and publication of Club de Madrid newsletters, invitations, outputs, advocacy materials and reports (fundraising/programming; external and internal);
● Support in communication related tasks of programmatic, outreach and development activities:
● Support the design of communication strategies for specific projects and activities:
● Support identification of key messages to be drawn from programmatic, outreach and development activities for media and social networks

**Others**
● Support communications development and innovation;
● Support the design of institutional brochures and materials such as newsletter, Secretary General Update, amongst others.
● Other duties according to her/his professional category as the organization may reasonably require.

**Supervisor**

Communications Manager

**Essential Qualifications**

● At least 7 years of professional experience, of which at least 5 in the communications area. This experience should be in the media, social media and/or institutional communications.
● University degree in Communications, Journalism or related field. Masters degree will be a plus.
● Native in English or Spanish - Proficiency level in the other language is required. Knowledge of another languages will be a plus.
● Excellent Graphic Design, layout and IT skills. Advanced knowledge of Microsoft Office and/or Google Suite, InDesign, and Photoshop. Minimum 3 years’ experience in the last 5 years.
● Advanced knowledge of WordPress and website management. Minimum 3 years’ experience in the last 5 years. Knowledge of Divi is desirable.
● Excellent knowledge of online and offline communications tools: Twitter, Instagram, Facebook, YouTube, Google Photos and mass mailing (e.g. Constant Contact). Minimum 3 years’ experience in the last 5 years.
● Experience with video editing software and photo cameras.
● Experience in Mac environment.
● Experience building and maintaining networks. Minimum 2 years in the last 5 years.
Competencies

- International outlook and respect for cultural, gender and nationality diversity;
- Political awareness and interest in international relations, politics and democracy promotion.
- Strong interpersonal, teamwork and communication (oral and written) skills;
- Capacity to communicate and present information in a concise and compelling way;
- Ability to manage multiple tasks effectively and to meet deadlines.
- Adaptability and flexibility;
- Initiative, judgement and organisational skills.
- Availability to travel occasionally.

Interested applicants should send their CV, a brief statement of interest on why they feel they are fit for the position and 3 references to http://www.clubmadrid.org/get-involved/#work-with-us by January 12, 2022. Candidates will initially be screened against the Essential Qualifications relating to education, experience and language. Their statement of interest and CV should clearly demonstrate how they meet each of the essential qualifications.

Candidates who meet the Education, Language and Experience requirements will be assessed on their overall competencies. Assessment will include an oral interview, practical tests and, when pertinent during the process, reference checks.

Only shortlisted applicants will be contacted. For further information please contact ahita@clubmadrid.org