



volunteering for peace

NGO Official partner of UNESCO (Consultative status)

Participatory status with the Council of Europe

## CALL: SCI International Secretariat recruiting a new staff member

### JOB TITLE: Communication and Volunteer Coordinator (CVC)

#### MAIN RESPONSIBILITY

Communications (Internal and External) and Volunteer Programme Management at the International Secretariat of SCI.

#### STARTING DATE: 12 June 2017

The selection process will start on 20<sup>th</sup> April 2017. Apply not later than 28<sup>th</sup> April.

#### STATUS OF POST

The post is based at the International Secretariat (IS) of [Service Civil International](http://www.sci.ngo) in Antwerp, Belgium. This is a full-time employment (37.5 hours/week), on a fixed term (one year contract) under Belgian legislation, with foreseen extension.

#### DETAILED TASK DESCRIPTION

The CVC will be responsible for:

##### 1. Communication (internal and external)

###### 1.1. Management and supervision of the communication team:

- initiating communication team meetings on a regular basis
- creating content for SCI owned websites (sci.ngo, workcamps.info, ma.sci.ngo) with the comm team
- supervision of internal/external newsletters
- keeping track of social media insight reports – supported by EVS volunteer
- reviewing on-going task list (updating SCI's Members Area, best practices in communication...)
- initiating and supervising key publications (e.g. Annual Report)
- coordinating various promotional activities: organising webinars and talk-shows
- ensuring the usage of SCI visual guidelines

###### 1.2. Internal communication and support:

- ongoing support to branches, group members, partners and contacts
- ongoing support to SCI programmes and campaigns (e.g. Building Bridges)
- participation in SCI's Exchange Platform Meeting

### **1.3. External communication:**

- be the first contact person for new contacts and work on their immersion to SCI
- supporting the ExRep team and liaise with external stakeholders (UNESCO, CCIVS, CoE, YFJ)
- drafting position papers for consultations and other occasions
- occasional participation in various external meetings
- identifying potential participation in NGO fairs and other public events, including possibilities for speakers

### **2. Long-Term Volunteers' Programme management**

- writing and submitting project applications to host LTV / EVS volunteers in the IS, in line with the SCI project strategy
- welcoming and immersing LTV volunteers to the IS
- coordinating all LTV volunteers and supervising their work
- regular support meetings with LTVs
- monitoring, evaluating, and reporting LTV projects

### **3. Other**

- preparing and managing Erasmus+ KA1 projects with the Flemish National Agency
- collaboration with the SCI Tech Team
- supporting staff and general IS tasks as may arise

## **PROFILE OF THE COMMUNICATION AND VOLUNTEER COORDINATOR (CVC)**

The ideal CVC should have the following competences:

### **Essential qualifications and competences:**

- Fluency in English (both oral and written)
- Proven strong communication skills
- Minimum 3 years' experience of working in PR and communication
- Experience of knowledge of external communications in an international context
- Ability to design and deliver online and offline campaigns using appropriate media
- Experience working with website content-management
- Graphic design and layout skills for publications
- Experience in managing and supporting a team of volunteers from diverse cultural backgrounds
- Strong organisational skills and ability to multi-task and set priorities
- Ability to take initiative where appropriate to deal with changing situations in daily work and the organisation
- Motivation and commitment to SCI mission and values

### **Desirable qualifications and competences:**

- Additional languages, preferably Dutch
- Project and financial management skills and experience, especially with Erasmus+
- Motivation to travel for meetings and events

We are looking for someone who can start on short notice, i.e. by June 12<sup>th</sup> 2017, and has the right to employment in Belgium.

**CONDITIONS:**

1. The CVC is directly responsible to the SCI International Coordinator, who supervises the CVC on behalf of the International Executive Committee.
2. The CVC will be based at the Secretariat in Antwerp, Belgium, and will be at times expected to travel for meetings, conferences, and project related duties. Sometimes extended working hours might be needed.
3. This is a full-time role for an initial period of one year, with an envisioned extension to a permanent post. There is a 4 months' probation period.
4. The working hours are 37.5 per week with a possibility of flexible arrangement, according to Belgian legislation.
5. We offer dynamic, international working environment, and a competitive monthly salary, based on Belgian standards, as well as all benefits foreseen by Belgian legislation (meal cheques, paid holidays, travel to work subsidy, etc.).
6. There is no subsistence allowance for overnight stays and residential meetings.

SCI is an equal opportunities employer.

**HOW TO APPLY:**

If you wish to apply for this post, please send your updated CV, a motivation letter, as well as scans of any documents you might find relevant (e.g. diplomas, certificates, recommendation letters) to [coordinator@sci.ngo](mailto:coordinator@sci.ngo) as soon as possible, **not later than 28<sup>th</sup> April 2017**. Please use "Application CVC" as the email subject line.

Please include also 2 reference contacts, with an email and telephone number.

The selection process will begin on **20<sup>th</sup> April 2017**, shortlisted candidates will be contacted to schedule Skype interviews.