

JOIN OUR TEAM

POLICY AND COMMUNICATIONS OFFICER

LOCATION: BRUSSELS, BELGIUM

EMPLOYMENT TYPE: PART-TIME, FREELANCE (4 DAYS PER WEEK)

About ENOMW

The European Network of Migrant Women is an umbrella gathering over 50 member organisations in 23 EU Member States. With an office in Brussels, ENoMW's missions are to engage in project, research, and advocacy actions to promote the rights and interests of migrant women living in the Europe. The Communications and Policy Officer must perform in compliance with high ethical standards, ENoMW's values and principles, and applicable legal frameworks.

Mission

The Policy and Communications Officer will support ENoMW's advocacy and communication activities to advance the rights and interests of migrant women in Europe. This role includes implementing communication and advocacy strategies, engaging stakeholders, and representing ENoMW in EU and international level policy discussions.

KEY RESPONSIBILITIES

1. Project work (30%)

Undertake relevant project-related communication tasks (e.g. create project communication strategy, organise project events/webinars, make project publications)

Participate in project meetings when relevant.

Undertake internal communication tasks (respond to partner queries, produce internal newsletters, etc)

Fill out communication reporting and social media metrics related to them for projects during the reporting periods

2. Communications (40%)

Under the supervision of the Strategy and Executive Director and in collaboration with relevant staff members, execute, evaluate, and update ENoMW's communication strategy.

Manage ENoMW's social media channels, including content creation, engagement, and performance metrics.

Oversee the design and creation of visuals for publications and social media, as well as the regular update and maintenance of the ENoMW website by the Communication Specialist.

Produce newsletters, press releases, and statements.

Identify and implement innovative communication tools to maximise impact.

3. Advocacy and Representation (20%)

Under the supervision of the Strategy and Executive Director and in collaboration with relevant staff members, execute, evaluate, and update ENoMW's advocacy strategy.

In collaboration with relevant staff members (Strategy and Executive Director, and Policy and Capacity Building Coordinator), monitor key EU, CoE, and UN policy developments related to ENoMW's work and mission.

Conduct mapping of stakeholders, including EU bodies.

Establish and develop relationships with key actors and stakeholders.

Represent ENoMW to external stakeholders including partners, institutions, and media.

Design and deliver presentations and written/oral opinions on migrant women's rights.

4. Other tasks (10%)

Participate in staff meetings.

Oversee interns and volunteers supporting communication and advocacy activities.

Participate in event organising, including the Annual General Assembly.

Maintain relationships with ENoMW member organisations, engaging them when relevant.

Maintain accurate records of work-related expenses, submit timesheets, and follow ENoMW's financial rules.



ESSENTIAL QUALIFICATIONS AND SKILLS

- Full adherence with ENOMW's value and mission.
- Understanding of international, European and EU frameworks on equality between women and men, sex discrimination, and/or violence against women and girls.
- Minimum bachelor's degree in a relevant field (Communications, Political Science, International Relations, Law).
- Minimum of 2 years of experience in communications or policy in an NGO or similar environment.
- Strong written and verbal communication skills in English, fluency in French or Spanish is highly appreciated, fluency in other languages is a plus.
- Proficiency with Microsoft Office, CMS (WordPress), social media management tools, and design software (e.g., Canva).
- Experience in stakeholder engagement and advocacy.
- Excellent public speaking skills
- Ability to work independently, prioritise tasks, and meet deadlines.

DESIRABLE SKILLS

- Knowledge of EU and international policy-making processes.
- Familiarity with issues affecting migrant and refugee women and girls
- Familiarity with EU migration, integration and asylum policies

CONDITIONS:

The Policy and Communications Officer position is offered as an in-house consultant contract with freelance status. The role is based in Brussels, requiring work 4 (four) days per week, with a monthly fee of €3,072, payable upon submission of invoices. The officer will work primarily from the European Network of Migrant Women's office (Botanique), with the option for one day of remote work per week.

Applicants for this position must have a permission to work in the EU.

The contract includes an entitlement to 16 days of paid leave annually, in addition to 8 recognised public holidays. Travel may be required for project activities, conferences, or events, and ENOMW will cover all travel-related expenses. Regular representation activities may also involve attending meetings at various locations, such as the European Parliament.

ENOMW is a migrant and refugee women led platform. As such, in our recruitment we prioritise qualified candidates who are migrant and refugee women.

How to Apply

Please submit your CV and a motivation letter to info@migrantwomennetwork.org with the subject line "Communications and Policy Officer Application" by 15/12/2024.

