

## Communications Coordinator

<b>Reports To</b>	Executive Director
<b>Status</b>	Part-Time (4 days per week)
<b>Direct Reports</b>	Communications interns, volunteers, or consultants where relevant (at present, this role does not have any direct reports)
<b>Compensation</b>	47,000 - 52,000 EUR per annum (pro rata)
<b>Location</b>	<p>The Netherlands, Germany or the United Kingdom with the preferred option being The Netherlands. This role can either be undertaken from IDC's office in The Hague or remotely.</p> <p>You must have the right to work in the country for which you are applying. Unfortunately, IDC is unable to support work visa applications.</p>

### Background

[International Detention Coalition \(IDC\)](https://www.idcoalition.org/) is a unique global network of over 400 civil society organisations and individuals in more than 100 countries, that coordinates with members and partners on advocacy, research, coalition and capacity building, to end immigration detention and advance rights-based alternatives to detention (ATD). IDC is a highly recognised, impact-driven organisation, offering a stimulating workplace committed to local, national, regional and global change.

### Role Purpose

To develop and deliver strategic communications plans that advance IDC's profile, identity, initiatives and strategic plan, and to engage members, partners, governments, the media, and other key audiences to achieve IDC's mission of ending immigration detention.

## **Role Summary**

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The Communications Coordinator will work collaboratively to develop and implement strategic communications plans that work towards IDC's vision of a world where immigration detention no longer exists and people who migrate live with rights and dignity. The role's focus will be to develop, implement and evaluate IDC's Communications Strategy, and ensure that it effectively advances IDC's Strategic Plan, profile, influence, as well as accurately represents grounded narratives and visions of refugee and migrant communities impacted by immigration detention. This role includes supervising communications consultants, interns or volunteers where relevant, building the strategic communications capacities of IDC, and harmonising IDC's overall strategic communications efforts, including IDC's storytelling, messaging and narrative framework. The Communications Coordinator will work closely with the Executive Director and other key staff to ensure effective and strategic teamwork within IDC.

## **Role Responsibilities**

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### **Strategy Development and Planning**

- Implement IDC's Communications Strategy to broaden awareness of IDC's mission, advance its advocacy work, and deepen relationships with members, partners, the media, supporters, and donors, and when necessary work in consultation with key team members to update and further the strategy.
- Review and adjust organisational communications plans and approaches according to assessment of challenges and emerging approaches on a routine basis.
- Remain informed through regular best practice review of strategic communications within the social justice sector, and develop organisational strategies, processes and protocols that align with best practices in strategic communications.
- Develop strategic communications initiatives that build stronger messaging alignment across IDC's membership while increasing IDC's profile, reach and influence.
- In collaboration with team members, develop resources and provide guidance and support to members working to develop strategic communications plans and efforts.

### **Writing, Editing and Branding**

- Support team members, partners, stakeholders and consultants to generate written content when needed, including impactful storytelling and narrative building pieces,
- Coordinate the production of IDC's e-newsletter.
- Develop and coordinate design and distribution of IDC's annual report.
- Coordinate and amplify release of IDC reports, publications, and other activities as needed.
- Review and update relevant IDC communications materials to ensure alignment with IDC's Strategic Plan and Communications Strategy, and maintain branding consistency across materials and templates.

### **Media Relations and Relationship Management**

- Seek and respond to media and other platforms, including arranging opportunities for IDC team members and members, and cultivating a media base for long-term dissemination of IDC's message.
- Communicate the mission, vision and initiatives of IDC to specific target groups, as well as to a wider audience.
- Manage relationships with communications vendors or consultants.
- Maintain online contact management systems, and communications databases.

### **Website and Social Media Management**

- Develop a social media strategy as part of IDC's Communications Strategy to increase the reach and influence of IDC's social media.
- Planning, monitoring and evaluation of IDC's websites, blog, e-newsletter, associated web and social media channels, and other communications channels in line with IDC's Communications Strategy.
- Develop and grow IDC' social media profile and audience, and develop visual products for dissemination.
- Write and edit copy for IDC's website, and regularly maintain and update the site's content.
- Strengthen IDC's website as a tool for advocacy, capacity building and fundraising.

## **Events Management**

- Support, and as relevant, lead the planning and implementation of global IDC events, optimising opportunities for promotion of IDC's profile and messaging framework.

## **Internal Communications Support**

- Provide guidance and facilitation to team members to develop and implement strategic communications plans (including social media plans) that align with advocacy goals and best practices, increase IDC's profile and influence, and are cohesive and integrated into the organisation as a whole.
- Work with the Executive Director to internally disseminate key strategic communications documents and resources to further facilitate collaboration of work across regions and teams.
- Collaborate with team members to address internal and external communications challenges, opportunities and solutions, and define and execute appropriate plans to support.

## **Core Organisational Responsibilities**

- Actively support IDC's fundraising and reporting efforts and activities.
- Collaborate with finance team members to monitor project spending against budgets
- Actively engage with organisational systems, processes and infrastructure to ensure sustainability and appropriate safeguarding of institutional knowledge, assets and core activities over time
- Actively contribute to a culture of collaboration, effective teamwork and support within the IDC team
- Demonstrate a passion and alignment with the IDC's mission, vision, and values of innovation, collaboration, respect, representation and being solutions focused.
- Demonstrate an understanding of IDC policies to ensure a positive and safe working environment for all.

## Key Selection Criteria

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### Essential Criteria

- Demonstrated ability to effectively communicate at all levels and across diverse channels.
- At least 3 years experience in the strategic communications field.
- Proven ability to develop and implement communications strategies in coordination with other stakeholders.
- Exceptional copywriting skills and the ability to develop compelling content across multiple channels.
- Demonstrated experience in developing messaging that is compelling, strategic and inclusive.
- Demonstrated experience communicating advocacy goals and strategy, as well as communicating research findings, in the context of social policy and human rights issues.
- Demonstrated knowledge of migration issues, in particular immigration detention policy and practices.
- Demonstrated understanding of the issues faced by diverse communities of refugees, migrants, and people seeking asylum, particularly those affected or at risk of immigration detention.
- Commitment to centering the leadership of communities affected by immigration detention.
- Proven ability to think strategically and translate complex information into creative and inclusive content that inspires action.
- Proven ability to maintain and engage with audiences across various social media platforms and experience in using digital platforms and social networking for advocacy purposes.
- The ability to establish and maintain networks of key media and communications stakeholders.
- Demonstrable IT skills, such as website, social and digital media.
- Excellent oral, written, and interpersonal communication skills, and fluency in written and spoken English.
- Demonstrated ability to work autonomously, to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Demonstrated organisational skills, attention to detail and ability to work accurately and within time constraints.

### **Desirable Criteria**

- Fluency in other languages, particularly Spanish, is an asset.
- Network of global media contacts.
- Experience working in a transnational civil society network.

### **Application Process**

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To apply, please send your CV and Cover Letter clearly addressing the key selection criteria to: [jobs@idcoalition.org](mailto:jobs@idcoalition.org) by **Friday 24 February, 2022**. Included in your cover letter, please also share a visual content product related to social policy or human rights that you've previously developed - such as 1 social media image, illustration, graphic, meme, or flyer etc. This will help the selection committee get an idea of your visual communications. Please also include the job title in the subject of your email - Communications Coordinator.

Interviews will be held virtually beginning the week of 6 March, 2022. The selected candidate will be expected to start in April 2023 or as soon as possible.

IDC values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage applications of those from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability and religion. In particular, we highly encourage leaders with lived experience of immigration detention and its impacts to apply. If potential candidates require any adaptations to usual recruitment processes, please do not hesitate to note this in your application.