

## WAVE Job Description Communications Coordinator



WOMEN AGAINST VIOLENCE EUROPE  
WAVE Network and European Info Centre against Violence  
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<b>Reports to</b>	Senior Manager
<b>Location</b>	Vienna
<b>Hours</b>	37 hours per week
<b>Contract type</b>	Unlimited
<b>Main purpose</b>	Development, coordination and implementation of WAVE communication strategy, internally and externally

### Introduction to WAVE

WAVE is a European network aiming to prevent and eliminate violence against women (VAW) and their children, to strengthen the human rights of women and girls and to ensure their rights to access specialised women's services.

### A. Main Purpose of the Job

- 1) Within the context of the overall WAVE Strategy to **develop and implement WAVE's communication strategy, to promote WAVE activities internally and externally, and increase engagement of internal and external stakeholders through such activities.**
- 2) Support and coordinate **the development of advocacy activities and awareness raising campaigns** as per current WAVE Strategy

### B. Key Responsibilities and tasks

- 1) **Hold main responsibility for carrying out all activities related to WAVE's communication strategy**
  - Create and implement WAVE's annual communication strategy, including project based communication plans
  - Develop and maintain stakeholder relations
  - Ensure adequate monitoring and evaluation of all communication activities
  - Create and manage relationships with media, update WAVE press contact lists, coordinate press releases and interview requests
  - Increase recognition of WAVE's work and raise the profile of the network in coordination with WAVE project coordinators and Senior Advocacy Advisor
  - Assist in preparing relevant team members or other WAVE members for media engagement opportunities
  - Develop WAVE's key annual publications and reports, e.g. WAVE Fempower, WAVE Annual Activity report
  - Manage and maintain WAVE website content in coordination with WAVE Network and Project Coordinator
  - Deliver communications reports annually

## 2) Create and support the implementation of the annual WAVE Conference communication strategy

- Develop the annual conference concept note in collaboration with relevant team members
- Organise and manage press conferences in relation to the WAVE Conference
- Coordinate the implementation of the communication strategy for the WAVE Conference with WAVE members at national level
- Develop annual report of the WAVE Conference

## 3) Proactively keep abreast of key developments regarding WAVE communication channels, including digital and social media channels and tools

- Create and manage content via WAVE's main communication channels
- Monitor social media channels for sector relevant trends.
- Creating and implementing a results-driven social media strategy.
- Creating engaging text, image and video content.
- Staying up-to-date with changes relevant to all social media platforms ensuring maximum effectiveness.
- Suggesting new ways to attract prospective supporters/followers, like seasonally relevant campaigns, and joint actions with WAVE members or other relevant stakeholders.
- Keeping up to date with key audience preferences relevant to the women's NGO sector and the WAVE network.

### C. General Responsibilities

- Working within the WAVE budget and financial procedures
- Attending fortnightly team-meetings
- Attending 4-6 weekly 1:1 meetings with the Senior Manager
- Attending external/international meetings as required for this role
- Supporting the organisation and delivery of the annual WAVE conference according to the conference workplan
- Carrying out other tasks as are reasonably required to help the WAVE team deliver its aims
- Ensuring that all WAVE policies and procedures are adhered to
- Attending all meetings and trainings relevant to this role
- Acting as an ambassador for WAVE
- Maintaining confidentiality in all matters
- Occasionally work flexibly beyond the remit and normal working hours of the post as required

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

### D. Person Specification

Criteria	Essential	Desirable
<b>Qualifications/Skills/Abilities</b>		
Completed university degree (in any of the following areas, although we might also consider other degree topics): social media/new media marketing or related field, gender and/or violence studies, international development, sociology, political science,	X	
Proficiency with video and photo editing tools, digital media formats, and HTML	X	
Strong copywriting and copy editing skills	X	

Detail-oriented approach with ability to work under pressure to meet (often competing) deadlines	X	
Excellent ability to plan and prioritise own workload	X	
Excellent communication and writing skills	X	
Ability to use own initiative to solve problems and issues	X	
Having a cooperative, reliable and flexible approach to team-work	X	
Excellent English language skills	X	
Excellent written and verbal communication skills	X	
A creative mind with the ability to suggest improvements/developments	X	
Ability to work flexibly beyond the remit and normal working hours of the post occasionally as required	X	
<b>Experience/Knowledge</b>		
A minimum of 1,5 - 2 years professional experience in creating social media or other digital contents, ideally in an NGO environment	X	
Expertise of using multiple social media platforms	X	
Sound understanding of violence against women and girls (VAWG) and a non-judgmental approach to survivors of all forms of VAWG, as well as a clear understanding of its gendered nature	X	
Understanding of gender equality, feminism and the women's movement	X	
Excellent knowledge and use of Microsoft Office package (Word, Excel, Power Point)	X	
Experience of working in a busy office environment and under pressure	X	
Experience of working in a multi-national and multi-cultural environment		X