The International Rescue Committee responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, IRC offers life-saving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in more than 40 countries and in 26 U.S. cities, IRC restores safety, dignity and hope to millions who are uprooted by conflict or disaster. IRC leads the way from harm to home.

**POSITION SUMMARY**

This position offers an exciting opportunity to give a voice to refugees already in Europe or travelling to Europe via Libya, and to showcase the IRC’s programmes in Libya and across Europe. This includes providing support for the IRC’s global media relations through generating story ideas and supporting journalist visits to our programmes, and leading on the collection of visual and written content about the IRC’s response to Europe’s refugee crisis, for the IRC’s websites and social media channels.

The Regional Communications Manager reports jointly to the Head of Communications in Europe and the Regional Representative for Europe and Libya, and collaborates closely with communications colleagues in New York, London and Germany. S/he will also work closely with Policy & Advocacy colleagues and Country Directors in Europe and Libya. This position is based in London but requires frequent travel between the countries that the IRC operates in (Serbia, Greece, Germany, Tunisia/Libya), for an estimated 60% of the time. It is a full-time position lasting for six months.

**SPECIFIC RESPONSIBILITIES**

* Initiate, write and issue press releases, background information and Q&As about IRC programme developments and issues of concern, in coordination with country teams and global communications colleagues.
* Build links with country leadership and programme staff to allow the fast dissemination of press releases/ quotes during times of crisis and other moments of significance.
* Support the creation and dissemination of IRC-led data based on our programme reach and impact and advocacy priorities.
* Develop and support the pitching of media stories, based on insights from our programmes, working closely with global communications and Policy & Advocacy colleagues. Identify innovative communications opportunities to further our advocacy goals and engage our partners to feature in our communications material.
* Network with international media based in Europe programme countries, to proactively pitch stories about the IRC’s programmes, resulting in high-quality, top-tier coverage.
* In collaboration with global communications colleagues, maintain up to date and accurate media lists for journalists covering the refugee crisis in Europe.
* Work with Country Offices to arrange reporters’ field visits, and accompany as required.
* Provide stories – with accompanying photographs or video – for the IRC’s websites, for internal communications channels such as the intranet, and for other external outlets including social media, blogs, magazines, journals, etc.
* Produce professional video and photo content about the IRC’s programmes, either using your own skills or in collaboration with filmmakers and photographers.
* Produce written and visual case studies of refugees supported by the IRC, as well as IRC staff.
* Seek thought leadership communications opportunities for senior IRC staff, including in our priority thematic areas, such as cash programming and support for women and girls.
* Provide technical support, coaching and mentoring for communications staff based in Greece, Serbia and Germany.
* Provide communications training for IRC programme staff in the region, including media training and digital photography and video training.
* Where required, create and maintain guidelines to improve the quality and quantity of content produced from the region.
* Act as a spokesperson as necessary and become a respected voice on the crises in the region via social media and other platforms.
* Coordinate with appropriate personnel in partner NGOs for joint media initiatives as required.
* Monitor and evaluate media and digital coverage generated and draw lessons to improve coverage.

**SUPERVISORY RESPONSIBILITIES:** This role will have a ‘dotted line’ supervisory role for communications managers based in Greece, Serbia and in Germany (who are directly managed by the Country Directors in those locations).

**KEY WORKING RELATIONSHIPS**

The role would work closely with:

* Europe Response regional and country management staff in Serbia, Greece, Germany and Tunisia/Libya
* Communications staff in New York and London
* Fundraising staff in IRC-UK
* Policy & Advocacy staff in London & Brussels

**PROFESSIONAL STANDARDS**

IRC and IRC staff must adhere to the values and principles outlined in the *IRC Way - Standards for Professional Conduct*. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**PERSON SPECIFICATION**

* Degree in communications, international affairs or related field.
* Strong experience in journalism or digital communications in an international context.
* Experience working overseas in a developing country or conflict zone, preferably with a NGO.
* Superb English-language oral and written reporting skills. Demonstrated ability to write and edit stories, articles and reports on deadline and of highest quality.
* Excellent photography and videography skills, and/or experience working with photographers and videographers to create compelling visual and film content.
* Persistent and determined drive to uncover opportunities for and to pitch stories to media.
* Excellent networking, interpersonal, communication, relationship-building and negotiation skills.
* A collaborative approach, and preferably experience working in a large organisation alongside multiple teams in multiple countries.
* Proven ability to persuade and influence colleagues not under supervisory authority.
* Excellent time management and organizational skills.
* Ability to respond to multiple priorities in a timely manner, delivering high-quality products.
* Culturally sensitive; able and interested in working with a multi-ethnic team.
* Strong commitment to the IRC’s mission, purpose and values.
* A demonstrated keen understanding of the refugee crisis in Europe.
* Fluency in English is essential; fluency in a second language, including German or French, preferred.
* Must be willing and able to travel frequently within the region.

**To Apply**

Please send a CV (two pages maximum) and cover page (two pages maximum) to: [applications@rescue-uk.org](mailto:applications@rescue-uk.org)

Please state clearly in your cover letter:

* Your reasons for applying
* How you meet the skills, knowledge and experience specified in the person specification part of the job description
* Where you saw the job advertised
* Current salary

The closing date is: 10am on Tuesday 30th May 2017.

Interviews will take place in the week commencing 5th June 2017.

In order to minimise administrative costs, IRC-UK will only contact short-listed candidates.

**Candidates must have the right to work in the UK.**

IRC-UK strives to be an equal opportunities employer. IRC-UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.

**Please note, this position could be arranged as a secondment for an internal candidate from IRC-UK or IRC Inc.**