



**Friends of
the Earth
International**

The Friends of the Earth International secretariat is looking for a:

Programme Communications Coordinator

0.8 FTE – 30 hours – 4 days a week

Friends of the Earth International (FoEI) is the world's largest grassroots environmental federation with more than 70 autonomous member groups around the world. FoEI aims to ensure that the struggles and experiences of local communities – especially those most affected by unsustainable development – are brought to bear on policies and practices at national and international levels. We focus on four programme areas: climate justice and energy, forests and biodiversity, food sovereignty, and economic justice, as well as working on gender justice and internationalist solidarity. Our vision is of a peaceful and sustainable world based on societies living in harmony with nature.

FoEI's decentralised and democratic structure allows all member groups to participate in decision-making. We are governed by our member groups who come together every two years to vote on issues facing the federation.

Between meetings, governance is provided by an elected Executive Committee made up of representatives from our groups. Our member groups are organised into four regional structures : the Membership development team, the Internationalist solidarity system, the Gender justice and dismantling patriarchy group and the International programme coordinators.

A small International Secretariat (IS) in Amsterdam and a team of global staff supports the member groups, campaigns, programs, and other activities of the federation through fundraising, program coordination, training, communications, and information management.

About the Communications Team

FoEI's Communications team is a decentralised and multicultural team composed of the Communications director based in Paris, a Real World Radio Coordinator based in Uruguay managing a team of six people; [the present hiring of] a Programme Communications Coordinator managing a team of two people: a Programme Communications Officer in Paris, and a Digital Communications Officer based in Copenhagen.

The communications team is part of FoEI's international secretariat, based in Amsterdam and composed of around 20 people. Day to day work is in English, with Spanish and French being the two other languages of the federation.

Position description

We are looking for a **Programme Communications Coordinator** to be based in FoEI's International Secretariat (IS) in Amsterdam. The position reports to FoEI's Communications director.

This role offers an opportunity to help FoEI deliver on our aim of creating change using press and narrative building to challenge power and drive transformation.

The Programme Communications Coordinator's main mission is to grow and consolidate the movement in support of our vision of system change, manage and strengthen the communications efforts on one of FoEI's main structures: the International programmes.

Friends of the Earth International's programme covers four areas: climate justice and energy, forests and biodiversity, food sovereignty, and economic justice - and four cross-programme: false solutions, litigations, multistakeholderism, pathways to system change.

The focus of the role is about strategising and building the Communications annual work plans and activities together with the Programme Team, International programme coordinators and officers, and with the Communications team, while also being hands-on in the day-to-day communications tasks.

In addition to the planning, an overall evaluation and reporting work is expected from this role - thus a strategic vision is necessary to it.

Main responsibilities

1/ Design and implementation of the Programme Communications strategy

- Responsible for the design, implementation and evaluation of the Programme Communications strategies and annual work plans, under the supervision of the Communications Director, and alongside the Real World Radio Coordinator.
- Serve as the lead English-language press officer of the federation: drafting, editing, proofreading the press content, and developing key messages and narratives, in collaboration with the Programme Communications Officer and FoEI's International Programme Coordinators.
- Identifying press opportunities and maintaining FoEI's relations with key press outlets and journalists; ensure the media requests are well handed over to the spokespeople of the federation.
- Implement the Programme Comms Team work, i.e. publications, content, tools, translations, alongside the team.
- Provide information on programme communications for FoEI's fundraising proposals and reports.

2/ Management of the Programme Communications Team

- Manage the work of the Programme Communications Officer and build the annual work plans, including press work, narrative building, social media communications, etc.
- Manage the work of the Digital Communications Officer and ensure the Programme work plans have digital dimensions incorporated in their work.
- Manage the implementation of FoEI's programme comms strategy - align across programme and Comms framework priorities to establish a collaborative organisation - including a detailed timeline - to deliver comms activities, and ensure clear and consistent messages reaches the audiences targeted.

3/ Management of the Programme digital content work

- Build processes and develop tools with the Digital Communications Officer to improve FoEI's online presence, including monitoring and analysing website and social media audience and performance.
- Help facilitate member groups' ownership of FoEI's digital content, adding value in their work and improving our capacity to work in multiple languages.
- Ensure the production of FoEI online content is aligned with FoEI's vision to create effective and inspiring popular communications that mobilise support.
- Work with and support the Real World Radio team in content production.

Requirements

- At least five years of experience with a track record in media work and experience in global Summits (UN COPs or G7, for instance) and multicultural environments, and existing contacts among mainstream and alternative press and influencers.
- At least two years of experience as a manager (while maintaining a high level of your own production work).
- Strong strategist with excellent organisation, planning and delivering skills, and ability to adapt quickly to changing circumstances and opportunities.
- Excellent written and verbal English language skills; fluency in Spanish or French would be a strong advantage.
- Ability to manage a range of attitudes between collaboration and assertiveness, making negotiation, proactivity and diplomacy essential assets.

Desirable skills

- Good knowledge and interest in social media and content production, with an interest in audience growth and analytics.
- Ability to work effectively under stress and to remain creative in face of challenges.
- Team player, positive and humble contributor.
- Strong commitment to the mission, vision, values, and objectives of Friends of the Earth International.
- Fast learner and able to keep abreast of press, policy and social media developments.

Other

- Willingness and ability to travel (overseas) approximately one or two times per year.
- Passion for turning complex ideas into simplified, impactful, popular communications.

What FoEI offers:

- We offer an opportunity to contribute to a better world and work for an inspiring international and culturally diverse network in an office with a small friendly team, at a great location in Amsterdam. *Hybrid mode at the Amsterdam office for Netherlands based staff will be considered over internationally remote staff with the position open to both.*
- Full time salary between **€ 4 314** and **€ 4 778** monthly depending on experience and qualifications when based in the Netherlands.
- Participation in collective pension arrangement is compulsory.

- This post will require candidates having a working permit for the EU.
- When not based in The Netherlands, the salary level is aligned with the compensation scale and policies of the host FoE group in which the position will be based. One must be eligible to work in their proposed country of choice.
- Contract duration: 1 year, permanent based on positive evaluation.

Applications:

- Please send your CV, a motivation letter that summarizes how your profile aligns with the key requirements, skills and abilities of this role by **31 March 2024** to Caroline Prak, e-mail: **caroline[at]foei.org** with "Programme Communications Coordinator" in the subject field.
- We hope to hold interviews on Zoom for a first round on **10 & 11 April 2024** afternoon (GMT), and for a second round on **23 & 24 April 2024** afternoon (GMT)
- A written exercise will be sent to the shortlisted candidates invited to join for the second round of interviews.
- We will organise a **final Q&A discussion** with the selected candidates for them to have a space to discuss the position in a bilateral way with the hiring manager.

Checking references is part of the selection procedure.

Friends of the Earth International is an equal opportunities employer. Diversity and inclusion are important values for FoEI. We aim to have a FoEI team that reflects the diverse composition of our federation. We strongly encourage applications from people currently under-represented in the environmental justice movement. Please note that, in compliance with GDPR, we will keep your application in our protected files for a maximum of four weeks after the successful closure of this vacancy.

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