



Communications Officer

Vacancy Notice

Part-time contract - Paris-based

About COPE

Children of Prisoners Europe (COPE) is an EU-funded pan-European network working with and on behalf of children who have a parent in prison. A membership-based organisation founded in 2001, COPE works from a holistic child rights-based perspective, supporting children, families, imprisoned parents, helping to reduce discrimination, stigma, bias and to build more tolerant, violence-free societies and criminal justice systems. The network has some 125 members across 30 countries in Europe, with a secretariat based in Paris. COPE runs an annual awareness-raising campaign, Game with Mum & Dad, with partners across Europe organising football matches on prison grounds between children and their parents in prison.

Terms of Reference

COPE is seeking a qualified and highly motivated individual to serve as Communications officer. The position will be based at COPE's HQ in Paris. The individual should have strong writing skills and be comfortable producing materials in a timely manner and working simultaneously on multiple tasks. The ideal candidate will have experience working in an NGO environment.

Specific responsibilities include:

- Develop a communication strategy and action/work plan;
- Identify the key messages and content of COPE projects and activities to promote relevant information and stories through traditional and social media;
- Maintain the COPE website and social media accounts with timely, relevant and well-presented information;
- Support and promote COPE's annual awareness-raising campaign (GWMD);

- Develop and maintain close collaboration with journalists and media professionals across Europe;
- Coordinate media liaison, including sending information, responding to media inquiries, identifying article and interview opportunities for COPE;
- Produce, support and disseminate advocacy and communication materials (e.g., films, videos, audio-visuals, etc.), and oversee the qualitative aspects of production (e.g., quality control, translations, reviews of layout and graphic design etc.);
- Monitor dissemination of communication materials to target audiences and participate in the evaluation of their impact. Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage (videos, articles, etc.);
- Organize and support press conferences, media events or other special events;

Candidate profile

We are looking for a candidate with:

- Minimum 2 years of relevant experience in a similar role (any relevant volunteering experience can be considered equal to any other professional experience);
- Excellent organizational and time management skills;
- Demonstrated ability to communicate complex issues in plain and effective language;
- Good communications and writing skills;
- Mother tongue English, good knowledge of French, other languages a plus;
- The ability to work both autonomously and in a small team;
- Capacity to collaborate and positively engage with stakeholders in the media, as well as partners and beneficiaries, including national/local authorities;
- Commitment to the protection of children's rights and the promotion of systemic change. Sensitivity to the values and principles of gender equality and cultural diversity;
- Excellent computing skills including MS Word, Excel, PowerPoint, Outlook and related programmes. Knowledge in using digital media software including Photoshop and InDesign is highly desirable.

Conditions

Salary according to our salary scale and candidate's experience.

Location: COPE headquarters, Paris (with some tele-working)

Preferred starting date: As soon as feasible.

Type of contract: Part-time contract (80-90%)

The successful candidate should have the right to live and work in France.
This is a fixed term contract of one year with a possibility of renewal to a CDI.

How to apply

Please send your CV and your cover letter explaining your motivation to apply to this position to [recruiting\[at\]networkcope.eu](mailto:recruiting@networkcope.eu).

To enhance your application, please consider submitting a hypothetical 200 word text that COPE could post on its LinkedIn on the UN's 2024 Annual Day on the Rights of the Child. It should be framed from the perspective of promoting the rights of children who have a parent in prison.

Please send your submission in one email with 'Communications officer' in the subject title.

Deadline for applications: 12 February 2024.

Please note that only selected candidates will be further contacted. The evaluation of candidates is based on the criteria in the vacancy notice. Candidates in the final selection will be invited for an interview and may be asked to demonstrate writing skills.

All information provided upon application will be treated in a confidential manner and according to COPE's privacy policies. COPE is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply this principle in our day-to-day operations and in our employment practices. No job applicant or employee should receive less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, caring responsibilities, sexual orientation, disability or chronic illness. People with lived experience of the incarceration of a family member are encouraged to apply.

Children of Prisoners Europe (COPE) is an international non-profit association domiciled in Paris, France. Protecting the privacy and personal data of external and

internal applicants is a priority at COPE, in strict compliance with General Data Protection Regulation 2016/679 of May 25th, 2018 ('GDPR').

Children of Prisoners Europe (COPE) contact@networkcope.eu
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Children of Prisoners Europe is a non-profit organisation registered in France under French Association law 1901.

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