



**IFM • SEI**  
international falcon movement  
socialist educational international

IFM-SEI  
Rue Joseph II 120, 1000 Brussels, Belgium  
[www.ifm-sei.org](http://www.ifm-sei.org)

## Call for IFM-SEI Communications Developer

**Location:** Remote working

**Contract:** Eight-month fixed-term at one day per week (commencing April 2018)

**Deadline to apply:** Tuesday 17 April 2018, 23:59 (CET)

**Interview date:** Friday 20 April 2018 (Skype)

The International Falcon Movement - Socialist Educational International (IFM-SEI) is looking for an enthusiastic and experienced person to join the IFM-SEI team to undertake a piece of work to develop and deliver a communications strategy for IFM-SEI. This role will involve working together with IFM-SEI Presidium, focusing on the areas of social media, brand and design, news and web development.

The individual will be expected to develop and implement a communications strategy and generate a plan to evaluate its success, including managing a wide range of communications to a broad audience using methods such as newsletters, social media, online campaigns, and website management. The position will be performed remotely and there is not an expectation for the individual to relocate to Brussels or attend IFM-SEI activities.

IFM-SEI is an educational movement working to empower children and young people to take an active role in society and fight for their rights. We are an umbrella organisation for child and youth-led movements all over the world, educating on the basis of our socialist values of solidarity, equality, democracy, peace, cooperation and anti-capitalism. For more detailed information see [www.ifm-sei.org](http://www.ifm-sei.org).

### Responsibilities

- Conduct a consultation with IFM-SEI members and partners on existing IFM-SEI communications
- Develop a communications strategy including a situation analysis, developing objectives, identifying stakeholders and target audience, and mapping messaging, channels and methods
- Identify new communications channels to increase the impact of IFM-SEI's work
- Roll out the communications strategy with key stakeholders
- Manage IFM-SEI's brand, developing a house style and design IFM-SEI
- Analyse and improve the reach of IFM-SEI's social media channels and identify new social media channels
- Oversee content management and future development of IFM-SEI's website



- Take a lead on information, educational or political campaigns conducted online
- Work with the IFM-SEI Secretariat to build their capacity in managing communications
- Through review, data monitoring and evaluation ensure that IFM-SEI's communications are effective and reaching target audiences
- Liaise closely with the IFM-SEI Presidium and Secretariat
- Provide weekly updates for and conduct monthly meetings with the IFM-SEI Secretary General

### **Essential requirements**

- Demonstrable commitment to the aims and principles of IFM-SEI
- Proven track record of delivery and achievement in a professional communications and social media environment within the voluntary sector
- Demonstrable experience of developing creative, effective information resources appropriate to different audiences
- Proficient knowledge and experience of using web technologies, web content management systems (e.g. WordPress), analytics and databases
- Extensive experience in social media management
- Experience of working with multiple stakeholders for strategy development
- Excellent presentation and writing skills and an attention to detail
- Demonstrable ability to work on your own initiative and independently
- Organisational and planning skills to self-manage own time to meet deadlines and objectives
- A creative approach to managing tasks and problem solving
- Fluency in spoken and written English
- Ability to work as part of an international team
- Enthusiastic, proactive and flexible approach to work

### **Desirable requirements**

- Working knowledge of IFM-SEI and the youth sector
- Knowledge of French and/or Spanish

### **Working conditions**

The contract is 7.5 hours per week (one working day) and will be based remotely.

### **Financial conditions**

- Fixed-term contract for eight months, starting 1 May 2018



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- 350€ gross contractor fee (part-time) excluding bank transfer fees - please note the individual will have to arrange their own tax deductions in their country of residence

### **Application procedure**

Please send your attached application form (no CV or motivation letter) by email to Carly Walker-Dawson, IFM-SEI Secretary General, at [carly@ifm-sei.org](mailto:carly@ifm-sei.org). **Deadline to apply - Tuesday 17 April 2018, 23:59 (CET).**

Applicants will be shortlisted according to how well they meet the criteria in the job requirements. Interviews will be held on Friday 20 April 2018 via Skype.

If you have any questions, contact Carly at [carly@ifm-sei.org](mailto:carly@ifm-sei.org) or +32 499 201 951.