

Terms of Reference

Communications Coordinator

Finnish Development NGOs Fingo ry is looking to recruit a **Communications Coordinator** to coordinate the communications of **Bridge 47 – Building Global Citizenship (May 2019 – September 2020, full-time)**.

The *Bridge 47* project aims to mobilise global civil society to contribute to global justice and eradication of poverty through global citizenship education.

The project provides a space for civil society organisations, activists and other interested people to interact with one another, exchange information and resources and develop new and innovative approaches for global citizenship education. The project focuses on joint advocacy efforts and building new partnerships, while also supporting civil society to develop new and effective approaches to reaching out to new stakeholders and providing tools to promote and act upon Global Citizenship Education.

The project focuses on the following areas:

1. *Bridge 47 network*: The project sets up a vibrant global coalition in support of global citizenship.
2. *Advocacy* at national, EU and global level. The project works to change policies at national, EU and global level to better recognize the essential role of Global Citizenship Education in achieving Agenda 2030, global justice and eradication of poverty.
3. *Development of partnerships*: The project creates new partnerships – advocacy, knowledge exchange and exploratory partnerships – with a range of different actors in support of Global Citizenship Education.
4. *Capacity development and innovation*: The project builds the capacity of European and global civil society to work with and create innovations for Global Citizenship Education.

The project is funded by the European Union. It started in October 2017 and will run until September 2020. The project consortium consists of two global networks (CIVICUS and ICAE), three national development education networks (in France, Ireland and Scotland), six national CSO platforms (in Bulgaria, Estonia, Finland, Germany, Slovakia and Slovenia), three organisations working on GCE (in Cyprus, Denmark and Latvia), and a European research network (EADI).

Bridge 47 is now looking to recruit a **COMMUNICATIONS COORDINATOR** (May 2019 – September 2020) to coordinate the communications of the project.

Finnish Development NGOs – Fingo is an NGO platform and an expert on global development. We represent 300 Finnish civil society organisations and strive to build a fairer world for all. Fingo and its member organisations work to make life better – for everyone.

Tasks of the Communications Coordinator

The main tasks include:

- Coordinating implementation of the Bridge 47 communication plan and visual identity
- Coordinating and producing content for the Bridge 47 website

- Preparation of a strategy and content for the project's social media channels
- Preparation of regular newsletters
- Coordination of and support to project events, in particular at global and EU levels
- Guidance to project staff on communication related issues
- Participating in monitoring and evaluation of communication activities
- Liaising with external consultants to coordinate design and production of online and offline communication tools and publications
- Liaising with external media relations advisor
- Conducting any other task assigned by the Project Manager broadly in line with the job profile of a Communications Coordinator

Skills and Qualifications of the Communications Coordinator

Core competencies:

- Demonstrated skills in communication
- Excellent written and oral communication skills
- Fluency in English
- Ability to multi-task and adapt to changing circumstances
- Reliability as a team player
- Knowledge and commitment to the values of Global Citizenship Education

Experience

- University Degree or equivalent
- At least three-year experience of communication

In addition, we appreciate:

- Motivation and positive attitude
- Ability to work in a multicultural context
- Ability to establish good working relations with the several players and stakeholders
- Strong IT skills, familiarity with Office 365
- Availability to travel in other countries

Employment conditions:

- Post based in Helsinki – Finland
- Full-time position

Application procedure

Please send a cover letter and CV, in English to rekry@fingo.fi. Please include the reference “Bridge 47– Communications Coordinator” in the title of your e-mail, cover letter and CV. Please note that applications received after closing date will not be considered.

Closing date of the call: 17 April 2019

Interviews take place: 29 April 2019

Expected start date: May 2019

Further information

For further information, please contact **Nora Forsbacka** (Project Manager), +358 43 824 1167, the following times:

- Thursday 28 March 14-15 CET
- Monday 1 April 15-16 CET
- Friday 12 April 10-11 CET

