

SUPPORT COORDINATOR, SPECIALISED IN COMMUNICATIONS AND EXTERNAL DISSEMINATION

BACKGROUND

Founded in 2007, the Practitioners' Network for European Development Cooperation is an open platform for exchange, coordination and harmonisation between European Development Cooperation organisations. Its seventeen Members, four Associates and one Observer (the European Commission) use the platform to share their experiences and reflect on joint efforts in implementation.

By providing feedback on European international cooperation policies from a practitioners' perspective, the network contributes to the coherence and complementarity of European development cooperation efforts. It encourages an integrated, pluralistic, innovative, pragmatic and efficient approach in implementing European international cooperation programmes.

The Practitioners' Network is governed by a Charter and is constituted by the General Assembly of all Members. One or two Members, based on an annual rotating process, hold the (co-) Presidency. A Steering Committee of six Members, including the (co-)Presidency and a Coordination Team, supports the (co-)Presidency and the network's activities.

Next to its members, the network has the support of a Coordination team currently composed of two coordinators, provided by the consulting firm PROEVAL, whose responsibilities and tasks are outlined in art. 40 of the *Practitioners' Network for European Development Cooperation Charter*:

- *provide support to the President and the Steering Committee, in particular to coordinate the preparation of the annual report of the PN;*
- *facilitate the provision of information to and amongst Members, Associates and Observers on all Practitioners' Network matters;*
- *suggest options/initiatives for operational and organisational developments of the Practitioners' Network;*
- *manage in accordance and under guidance of the Steering Committee PN internal and external communications and visibility actions, including website management and social media promotion;*
- *represent the Practitioners' Network, if so instructed by the President;*
- *prepare and draft a budget plan for the Practitioners' Network;*
- *manage the accounts and budget;*
- *prepare quarterly reports and an annual statement of transactions made through the Joint Bank Account and provide these documents to the President;*
- *prepare the discharge of the President and the Coordinator for the outgoing financial year.*

In view of the increasing activity and scope of work of the PN, its members agree that the PN requires a reinforced Coordination service, including in the team a Support Coordinator, specialised in Communications and external dissemination.

MAIN RESPONSIBILITIES:

1. Support the preparation, recording and reporting of PN activities

- Support the overall PN Coordinator in preparing regular overviews and communication materials of/for the PN activities (e.g. internal workshops, public events, etc.) and sharing them with members.
- Support, upon request, information sharing among PN members in relation to events, workshops, sessions that members organise.
- Ensure the operationalisation of the PN communication and visibility activities, including the preparation and the correct use of guidelines and tools.
- Support the PN coordinator in preparing ex-ante and ex-post tasks related to meetings (e.g. drafting and sharing agenda, minutes, etc.)
- Facilitate relevant information for the regularly update of the PN event and document repository.

2. Implement the PN Internal and External Communications and Visibility Action Plan

- Managing, regularly updating and populating the PN website
- Administer, on a regular basis, the PN website's members' area and troubleshoot as required.
- PN Social Media Management: Disseminate relevant PN events and information through the LinkedIn and Twitter accounts.
- Enhance social media engagement through KPI tracking.
- Ensure the proper implementation of the PN Communication Strategy and Communication Action Plan by preparing quarterly reports on the main activities performed.

3. Support the PN (co-)presidency and WG co-leads in co-preparing and co-organising PN events

- Facilitate the work of the PN (co-)presidency with relevant information as needed.
- Support the PN coordinator in fulfilling the logistics of the PN events, such as catering; invitation management and dissemination; communications (internal/external) related to the event.

4. Continuity and coherence of processes / practices within the PN

- Disseminate key information on relevant PN processes and practices to the members as appropriate.
- Manage requests for information on the PN as well as membership requests, in close coordination with the PN Coordinator and (co-)Presidency.

PROFILE:

Hard skills

- At least 5 years of professional experience in communications, particularly on website management and social media
- At least 3 years of professional experience in international and/or European development cooperation
- Professional experience in the management of multi-stakeholder programmes or networks
- Professional experience in event organisation and relevant logistical support
- A C2 level of English
- A minimum of B2 level in French is an asset

Soft skills

- Proactive and problem-solving profile
- Excellent verbal and written communication skills
- Teamwork and positive attitude
- Service oriented
- Excellent networking ability

CONDITIONS:

The contract foresees a maximum of 100 working days / year (part-time) and will have a duration of 12 months. It could be renewed for a similar period if both parties agree explicitly, at least 30 days before the end of the contract.

The service can be offered remotely with occasional visits to Brussels based on relevant PN activities.

If you are interested, please send a motivation letter and your CV to noelia.tiedeke@dev-practitioners.eu **as soon as possible** and at the latest by 31 July 2022.