



## Vacancy: Communications Assistant

Social Platform is the largest network of civil society organisations in the European Union advocating for a Social Europe. It is driven by a membership of European federations united in the fight for social justice, equality between all people, inclusion, sustainability and participatory democracy in the EU and beyond.

The deadline for applications is **13th March 2025 at 12:00 PM** (Brussels time). Interviews will be held in the week of 24th-28th March 2025. Please send your CV (maximum two pages) and motivation letter (maximum one page) to [recruitment@socialplatform.org](mailto:recruitment@socialplatform.org). Please do not include a photo as we anonymise applications to make the recruitment process as inclusive as possible.

### About the role

We are looking for a Communications Assistant to join our small, busy team in Brussels working to promote social rights in Europe. Led by the Head of Communications and in close collaboration with other team members, they will help to promote and disseminate the work of Social Platform and its network. They will play an active role in delivering a wide range of communications related activities such as campaigns, projects and events to maximise our impact and outreach.

With many social challenges facing Europe, communicating about social rights and highlighting the obstacles faced by many underrepresented and marginalised groups in Europe is increasingly important. The Communications Assistant will help contribute to this goal.

### Key tasks

- Assist the Head of Communication in delivering Social Platform's communication strategy
- Manage and monitor Social Platform's social media accounts, currently Bluesky, LinkedIn and Facebook, helping to identify opportunities for audience engagement and growth
- Work closely with the Policy and Advocacy team to effectively communicate on different areas of Social Platform's work and activities
- Support in the delivery of Social Platform's Horizon Europe projects
- Help develop materials and content for social media and the website (graphics, videos, blogs, news articles etc.) that amplify Social Platform and the voices of its members
- Lead on producing Social Platform's monthly newsletter for members, the Month Ahead
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## **Skills and experience**

- Academic background in a communications related field
- At least 1 year of professional experience (internships, volunteering etc.) preferable
- Experienced in communicating to a wide range of audiences in a clear, concise and compelling manner
- Strong planning and organisational skills
- Ability to work in an international and multi-cultural environment
- Excellent command of English (written and spoken)
- Experience in managing social media channels and/or websites
- Understanding of EU politics and policymaking processes
- Knowledge of the human rights sector and/or experience of working on human rights issues
- Confident user of design-software (Canva, Adobe etc.)

## **What we offer**

- Being part of a team and network actively working to achieve positive social change.
- Monthly salary between 2,501 – 2,622 euro according to experience and in line with the Assistant level of the internal salary scale
- Starting date: asap - April 2025
- A temporary employment contract for one year under Belgian law based on 37.5 hours per week to be renewed depending on funding availability.
- Holiday allowance, 13th month pay, hospitalisation and additional medical insurance, private pension scheme, representation allowance, lunch vouchers, Eco checks, transport allowance, home working allowance, bike lease possibility.
- Flexible working arrangements.