

WE ARE



hiring!

Open position:



Communication Manager

Join
our team!

Send your CV to:
safe@safe-europe.eu

JOB VACANCY

Communications and Marketing Associate

WHO WE ARE

SAFE (Security and Freedom for Europe) is a not-for-profit foundation focused on promoting high-impact activities in the security, defence, rule of law, and fundamental rights sectors with a focus on Central Europe, the Western Balkans, North Africa, the Middle East and Asia. SAFE's core activities encompass CBRN risk mitigation, the fight against organised crime, asset recovery, counterterrorism, as well as technologies for law enforcement.

Composed by specialists who have been working in the relevant sectors for over 25 years, SAFE is building a multidisciplinary hub of in-house highly technical experts to promote security and freedom throughout the world, disrupting the dichotomy that increased security is incompatible with the concept of liberty. In the frame of its activities, SAFE can count on the sectorial and geographical experience of its project group as well as on a pool of partners that include high-level universities, specialised industries, research centers as well as national and local Law Enforcement Agencies.

JOB DESCRIPTION

SAFE is currently looking for a Communications Officer to work autonomously managing the internal and external communications of SAFE. This includes the organization and implementation of project specific communication plans, as well as SAFE's institutional communication, both through traditional and social medias.

Post location: Soave (Verona) – no remote work foreseen

Contract starting date: 10 July 2023

Duration of the contract: 1 year – with possible extension based on performance

Salary range (gross): EUR 1800 – 3000 based on experience

TASKS

- Lead the development and implementation of SAFE internal and external communication strategies and contents strategies, (e.g. website posts, email campaigns, social media copies, media and press) related to SAFE's institutional, project-related and internal activities.
- Develop creative and engaging communication strategies and plans.

- Lead the coordination of SAFE project partners as required for project-specific communication and lead the work of designers, video-makers and webmasters and other professionals guiding them to deliver outputs for SAFE.
- Manage the day-to-day handling SAFE's social media channels and websites (institutional and project related) adapting content to suit each platform.
- Oversee, plan and deliver content across different platforms using scheduling tools.
- Develop, launch and manage campaigns promoting SAFE vision, mission and events.
- Support the creation of marketing strategies, including fundraising campaigns.
- Track analytics and create reports detailing successes and failures of communications campaigns.
- Maintain digital media archives including photos and videos.
- Respond to media inquiries and perform media outreach to achieve brand placement in publications.
- Manage an internal junior Communication resource.

REQUIRED EXPERIENCE

- Bachelor's degree in journalism, communications and/or marketing.
- At least 4 years prior experience in a communications and marketing role, ideally within EU funded projects.
- Understand the best practices of main social media channels including Facebook, Instagram, LinkedIn etc.
- Must possess exceptional writing skills and be able to compose engaging and accurate content in both English and Italian.
- Strong communicator who works well independently and in a team.
- Excellent time management skills and multitasking.
- Excellent knowledge of Microsoft Office and Open Office Suite.
- Good Knowledge of WordPress.
- Understanding of communications, public relations and marketing best practices.
- Ability to think strategically and identify ways to improve communication efforts.
- Must be resourceful and take initiative even when given minimal direction.
- English and Italian proficiency. Proficiency in other languages is considered an asset.
- Knowledge of Adobe suit, GIMP, and Canva is a strong asset.

- Knowledge of working mechanisms of EU funding and EU project management is an asset.

HOW TO APPLY:

To apply for this position, please send your updated CV and Motivational Letter to safe@safe-europe.eu by June 30th, 2023 close of business. Only shortlisted candidates will be contacted. The selection process will comprise of a written test and a final interview.