

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

**JOB DESCRIPTION**

<b>Job Title:</b> Intern – Communications and Advocacy (paid internship)		<b>Division:</b> IPPF European Network
<b>Location:</b> Brussels	<b>Responsible to:</b> Communications Advisor / Advocacy Advisor	<b>Date:</b> Beginning of September 2023, for 6 months (renewable)
<b>1. JOB PURPOSE</b>		
To provide support for communications and advocacy activities of the <a href="#">Countdown 2030 Europe</a> project.		
<b>2. KEY TASKS</b>		
<b><u>Communications (60%)</u></b> To support the Communications Advisor to implement the Countdown 2030 Europe strategic communications and digital advocacy activities. In particular: <ul style="list-style-type: none"><li>• help with the creation of communications materials for the project;</li><li>• help with social media (Twitter &amp; Instagram) of the project;</li><li>• support with the visual and narrative reframing of the project communication;</li><li>• support with layout and designing of position papers and factsheets produced by the project (including using Canva and Adobe InDesign);</li><li>• help with the organization of communications events, including as part of the project multiannual campaign and the European Week of Action for Girls (EWAG) 2022;</li><li>• help with the management of the new website and content upload;</li><li>• help with monitoring and evaluation of targets laid out in the communications strategy;</li><li>• support linking the strategic communication workstream with the advocacy working groups;</li><li>• support implementing the editorial calendar for the #AWorldWhere campaign;</li><li>• take up the role of focal point for youth activists: proactively engaging youth advocates in creating digital content and participating in events.</li></ul>		
<b><u>Advocacy (35%)</u></b> To support with carrying out advocacy activities targeting the international cooperation and external action of the European Union concerning sexual and reproductive health and rights (SRHR). In particular: <ul style="list-style-type: none"><li>• support the representation efforts of Countdown 2030 Europe (attend relevant meetings) and participate in relevant coalitions' meetings;</li><li>• support the development of advocacy tools and resources (update decision-makers mappings / factsheets / etc.);</li><li>• support with activities during EWAG 2022 as requested by advocacy advisor and work with the IPPF EN young people invited;</li><li>• support the pre-election work for the European Parliament;</li><li>• monitor the EU policy developments focusing on EU external action and funding.</li></ul>		
<b><u>Overall project support (5%)</u></b>		

<ul style="list-style-type: none"> <li>• To support with the compiling of project information, logistics and reporting when necessary;</li> <li>• To perform other duties as agreed with supervisor.</li> </ul>
<b>3. QUALIFICATION &amp; PROFESSIONAL EXPERIENCE</b>
<ul style="list-style-type: none"> <li>- Right to work in Belgium</li> <li>- Interest and/or (volunteer) experience in communications (experience also in advocacy is an asset).</li> <li>- Interest in SRHR work, human rights and/or international relations and development</li> </ul>
<b>4. RESPONSIBILITIES</b>
: a) Any staff responsibilities carried by the job holder.
<ul style="list-style-type: none"> <li>• n/a.</li> </ul>
b) Any financial responsibilities carried by the job holder.
<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>5. SKILLS &amp; PERSONAL COMPETENCES</b>
<ul style="list-style-type: none"> <li>- Fluent in English (written and spoken), any language of project partners is an asset;</li> <li>- Excellent computer skills: MS Office, database, electronic filing systems;</li> <li>- Ability to use communications softwares (Canva, Adobe InDesign);</li> <li>- Ability to work on WordPress-based websites is an asset;</li> <li>- Excellent knowledge of social media platforms, particularly Twitter &amp; Instagram (other social media are an asset);</li> <li>- Excellent organizational skills;</li> <li>- Ability to work under pressure, good time management, punctual;</li> <li>- Strong interpersonal skills and able to work in a multicultural environment;</li> <li>- Open minded, empathic and flexible;</li> <li>- Commitment to gender equality, sexual and reproductive health and rights, non-discrimination and diversity, and young people and youth participation are a must.</li> </ul>