Communications officer

Job title: Communications Officer
Responsible to: Programme Coordinator - Europe
Fixed term: Start date in September 2023, 6 months contract with possibility to extend.
Hours: 17.5 hours per week (50%)
Salary: €35,711 pro-rata, including 8% holiday allowance
Location: The Netherlands - this role is mostly home-based with regular meetings at PRI’s co-working spaces in Amsterdam and/or the Hague

Penal Reform International (PRI) is looking for a Communications Officer with graphic design experience to support their Europe and Policy programmes.

About the role

With responsibility for varied communication-related tasks, you will work with PRI’s Europe Programme Coordinator, based in Amsterdam, while also closely coordinating with other colleagues from the international staff team and external contractors as required.

You will be responsible for the development and design of various products for PRI, including both on- and offline materials produced for a European project, Data MOSAIC. Several key publications for PRI will be your responsibility, which will involve some drafting of copy, consulting with colleagues and external experts, and graphic design. We also want you to bring new ideas and advise PRI on how to communicate better.

Main responsibilities

1. Lead the development of communications plans and activities, including for specific projects, and support their implementation
2. Develop visual identities, including for PRI’s project, “Data MOSAIC”
3. Graphic design using InDesign in line with PRI’s visual identity
4. Development of content for PRI’s website, social media channels, publications and other products including drafting, consultation, copy editing, proofreading and graphic design
5. Liaising with consultants and suppliers (e.g. copy editors, graphic designers, translators)
6. Support other communication needs as required
Skills and experience:

- Graphic design, communications, or other relevant degree or qualification
- A minimum of 3 years of experience in graphic design, with demonstrable experience using InDesign
- Experience in social media management
- Excellent written and verbal communication skills in English
- Fluency in French, Arabic and/or Spanish is highly desirable
- Experience working in an international organisation and/or the non-profit sector is desirable
- Strong organisational skills, highly motivated, and comfortable taking initiative
- Commitment to PRI’s mission and values and adherence to PRI’s safeguarding/PSEA (Prevention of Sexual Exploitation and Abuse) policies

To apply:

Send your CV and supporting letter, with a portfolio including at least 3 examples of relevant work to jobs@penalreform.org by 9am CET on 4 September 2023.

Please note that only shortlisted candidates will be contacted.

Interviews will be held online or in person if in Amsterdam with a view to an immediate start date.

PRI is an equal opportunity employer. To learn more about our work, visit www.penalreform.org.