

The ECCP is an independent NGO based in the Netherlands that promotes effective conflict prevention and peacebuilding strategies, and actively supports and connects people working for peace worldwide. The ECCP serves as an information point, a network organisation, and an advocate for the field of conflict prevention and peacebuilding in general



Communications Officer

European Centre for Conflict Prevention (ECCP)

Starting date: immediately

Deadline for application: November 1, 2005. Interviews will be held on a rolling basis.

Duration: one year, with three month probationary period

Location: ECCP Office in Utrecht, the Netherlands

Salary: 2,413 euros per month / around 33,000 euros per annum.

The Communications Officer is part of the Lobbying and Communications Unit at the ECCP, and drives the communications activities for the Centre as well as for the Global Partnership of the Prevention of Armed Conflict (GPPAC), of which the ECCP is the Secretariat. GPPAC is a network of civil society conflict prevention and peacebuilding organisations from around the world, who have worked over the past three years in fifteen regions to develop regional action plans for conflict prevention locally, regionally and globally. GPPAC convened a conference in July at UN Headquarters in New York, as a culmination of these processes, to present a Global Action Agenda to the UN Secretary-General, and to begin to develop implementation plans of this agenda over the coming years. A new communications strategy has been developed and is being implemented in this new era for the Global Partnership, and is designed to build on previous successes, consolidate the network further, and have particular emphasis on strengthening internal communication within the network and with the International Steering Group.

The Lobbying and Communications section at the ECCP works as a single unit, and the communications officer will invariably be involved in lobbying and advocacy work. Almost all work in this position is undertaken in consultation with the Lobbying & Communications Coordinator.

Key responsibilities:

- Developing and executing the communications strategy of the ECCP and the Global Partnership for the Prevention of Armed Conflict (GPPAC), of which the ECCP is secretariat
- Development of a new brand identity / house style, bringing coherence to two previous brands
- Drafting and developing all written communications materials for the ECCP and its programs, including:
 - o quarterly News bulletins
 - o semi-regular newsletters
 - o Annual Reports
 - o brochures
- Updating, maintaining and developing new features for the websites of the ECCP and its programmes, including www.conflict-prevention.net and www.gppac.net
- Drafting key lobbying documents for the ECCP & its programs, based on the planning determined by either the Management Team of the ECCP or the Lobbying & Advocacy taskforce of GPPAC
- Drafting fundraising proposals around the communications strategy of both the ECCP and GPPAC
- Maintaining the ECCP contact database, including making it more functional and collecting the contact information of regional networks of GPPAC

Visitors:

Korte Elisabethstraat 6
3511 JG Utrecht, the Netherlands

Postal address:

P.O. Box 14069
3508 SC Utrecht, the Netherlands

Telephone: +31 (0)30 242 77 77

Telefax: +31 (0)30 236 92 68

Email: info@conflict-prevention.net

Website: www.conflict-prevention.net

Bank account:

ABN/AMRO Utrecht

400.824.556

the Netherlands

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- Ongoing maintenance of the Directory of Organisations, including updating profiles, and future oversight of the production of the CD-Rom version
- Editing English-language documents, including fundraising proposals, presentations, reports, etc as needed
- Overseeing any communications-related interns, including recruiting & introducing them to the organisation
- Development of an accessible ECCP photo archive

Requirements:

- Communications background or experience in a comparable position
- Native English speaker
- Very strong writing skills in English and experience with writing communications materials for the general public
- Experience overseeing design & printing processes
- Experience writing for the web
- Fundraising and project management experience desirable
- Familiarity with website content management systems desirable
- Familiarity with basic design applications such as Adobe Photoshop, Microsoft Frontpage and Microsoft Picture Manager desirable
- Interest in the fields of conflict prevention and peacebuilding
- Ability to work legally in the European Union or the Netherlands

How to apply:

Please submit your CV and a covering letter describing why you are well-suited to this position, including specific examples of how you fulfil the position requirements, to the email address below. A sample of previous written communications work, not exceeding one page in length, may also be submitted.

Aubrey Charette a.charette@conflict-prevention.net

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