

COMMUNICATION OFFICER

About United Cities and Local Governments

The united voice and world advocate of democratic local self-government

We invite you to explore our dynamic organization, United Cities and Local Governments (UCLG). Discover how we have become the leading global advocate for democratic local self-government, representing over half of the world's population across 136 UN Member States. Explore our website at www.uclg.org for additional information.

Founded in May 2004, United Cities and Local Governments (UCLG) is the united voice and world advocate of democratic local self-government. Based in Barcelona, UCLG is the largest local government organisation in the world.

The cities and associations that are members of UCLG represent over half of the world's population and are present in 136 UN Member States across seven world regions – Africa, Asia-Pacific, Europe, Eurasia, the Middle East and West Asia, Latin America and North America. Over 1000 cities are direct members of United Cities and Local Governments, as are 112 national associations, which represent all the cities and local governments in their respective countries.

UCLG's stated mission is:

To be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests through cooperation between local governments, and within the wider international community.

UCLG's work programme aims to:

- Increase the role and influence of United Cities and Local Governments in global governance;
- Become the main source of support for democratic, effective, innovative local government that is close to the citizen;
- Ensure an effective and democratic global organisation.

These working axes enable UCLG and the local governments it represents to play a key role in the achievement of the United Nations Sustainable Development Goals.

JOB DESCRIPTION

SUMMARY

United Cities and Local Governments (UCLG) seeks an experienced team member to join its growing Communications Team at the United Cities and Local Governments World Secretariat in Barcelona.

For duties performed in the Communication Department, the candidate will work with a dynamic and experienced interdisciplinary team to ensure the UCLG Communication strategy including the promotion, marketing and outreach activities to shape the high visibility of the World Organization and to maximize UCLG's presence in media and platforms. Your role will directly help the UCLG mission influence, contributing to global governance and sustainable development goals

We value new ideas, professional drive and curiosity. The ideal candidate is a self-motivator who enjoys his/her work and seeks innovative ways to communicate.

She/He will have the following main responsibilities:

1. As Community Manager, develop, implement and monitor outreach and communication strategies in close collaboration with UCLG Management.
2. As Content Editor: set and implement communication and social media campaigns including content creation (text, image and video) in collaboration with other departments.
3. As Web Editor: manage website content, including editing and uploading brochures, press releases, publication and posts, as well as other front-end development tasks.
4. Oversee the creation of new web sites and development of monthly social media reports and monitoring strategies.
5. Assist in the development and implementation of outreach strategies for institutional and program-related activities.
6. Working in close collaboration with the Policy team, develop content for high-quality written documents and political messages.
7. Contribute to planning, organization and production of events and meetings ensuring follow-up of cross-departmental activities.
8. Collaborate with communication teams in other UCLG Regional Sections for common outreach and communication strategies.

PERSON SPECIFICATION

Education and experience

Minimum of a university degree. Bachelor's degree in Information and Communication Technology ICT, Political Science, Marketing or web design with years working experience in Web Development and Community Management (proven experience needed). Master or post-graduate degree would be an advantage.

Skills and understanding

1. Knowledge of web, social media management and analysis tools
2. A strong communicator. Excellent oral and written communication skills, including the ability to synthesize complex material, making it intelligible to non-experts.
3. Fully computer-literate with advanced knowledge of web editing tools, video editing and content creation (Drupal, WordPress, HTML, and CSS skills is required, Adobe Creative Suite (InDesign, Premiere, Photoshop, etc...) and other tools are also valuable.
4. Experience as Community manager for international organizations and/or global institutional networks.
5. Experienced in working in the context of hybrid event meetings.
6. Analytical and decision-making capacity. Proactive attitude in the workplace.
7. Skills in photography and graphic design
8. Knowledge of vMix Live Production & Streaming Software is desirable.
9. Excellent writing and grammar skills and attention to detail.
10. Quick learner, self-motivated, and able to multi-task.

Languages

- Proven competence in the fluent use of written and verbal communication skills in English
- Fluency in at least one of the following languages of the organisation: French or Spanish

Behavioural competences

- A reliable, hard-working under pressure, well-organised and committed person with a strong sense of duty.
- Ability to relate well to a diverse range of people, and to work effectively as part of an International team.
- Ability to adapt to changing priorities.
- Availability to travel (number of missions depending on the annual agenda of the network).
- Understanding of and commitment to equal opportunities.

COMPENSATION AND BENEFITS

- Employment contract.
- Place of work: Barcelona (Spain).
- The annual salary level for this fixed-term professional staff will be according to qualifications and experience.
- Private health insurance.
- Daily food allowance.
- Accident insurance.
- 23 days of annual leave.

PROCEDURE AND SUBMISSION OF CANDIDACIES

Those candidates meeting the abovementioned requisites can apply for the position by sending a CV and cover letter to: hhrr@uclg.org:

The e-mail must include the following:

- in the subject section, the reference code **CO**
- an attached cover letter **including expected salary**
- an attached personal CV

Applications that do not fulfil the requisites or do not comply with the procedure established will not be considered.

Applicants need to ensure that he/she is in possession of a work permit for the European Union.

Starting date: as soon as possible.

Depending on the number of applications submitted, a personalised response may only be guaranteed to those candidates shortlisted for interviews. Shortlisted candidates will be notified within 15 days. We appreciate your understanding and patience as we carefully review applications and provide personalized responses to those selected for interviews.

Absolute confidentiality is guaranteed throughout the selection process. In accordance with Organic Law 15/1999 on Personal Data Protection, we inform you that your data will be collected, included and processed in the Human Resources file of United Cities and Local Governments. Disclosure of personal data to third parties will require your informed consent.

You can exercise the rights of opposition, access, rectification and cancellation of this data by writing to the following address:

United Cities and Local Governments
Carrer Avinyó, 15
E-08002 Barcelona