BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Communications Consultant
Team: Knowledge for Policy
Based in: The Hague, The Netherlands
Start Date: As soon as possible, initially for 6 months

ABOUT THE BERNARD VAN LEER FOUNDATION

The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

THE POSITION

At the Foundation, we work to ensure the voices of babies, toddlers and the people who care for them are heard – and through our communication efforts we aim to tell the world why this matters.

To support our communications strategy, we are looking for a temporary junior communications consultant who will work closely with the Communications and Knowledge Uptake officer, supporting the implementation of key projects around social media storytelling, transitioning to a new corporate website and developing data-driven communication monitoring and evaluation.

We are looking for someone who wants to be a voice for change for young children. S/he should be creative and detailed-oriented and equally comfortable using words and numbers for innovative storytelling techniques. The consultancy can either be full-time or part-time (3-5 days a week), depending on the experience and preference of the chosen candidate.

PRINCIPAL RESPONSIBILITIES AND TASKS

The Communications Assistant will be supporting the Knowledge Uptake and Communications Officer with the following:

• Crafting engaging and thought-provoking content for online platforms incl. social media, website and newsletters
Work with translators to ensure content and communication material is multi-lingual
Monitoring and analysing social media platforms, and providing feedback to ensure projects and processes can be improved
Supporting the collection and management of data relevant for communications dashboards
Supporting the Knowledge Uptake and Communications Officer with tasks related to ongoing communications projects, particularly the launch of the new Foundation website
Contributing to creative communications project design and implementation
Supporting the team in updating and managing the Foundation’s digital photo library (PhotoShelter)
Any other related tasks assigned as appropriate.

PROFESSIONAL CONTACTS

Inside the Foundation: Knowledge for Policy team and Programme team
Outside the Foundation: communication partners, translators and consultants

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Minimum of Bachelor’s degree, preferably in Communications.
- 0-2 years of relevant work experience in communications, social media management/content creation, creative storytelling or journalism, preferably in an international NGO, Foundation or other social-impact organisation.
- Interested in, and passionate about, early childhood development.
- Excellent writing skills and great eye for detail. Able to communicate information in creative, well-written and structured ways.
- Outstanding teamwork skills and comfort with demanding deadlines.
- Social media savvy with experience managing multiple platforms to engage different audience profiles.
- Knowledge of WordPress (or other CMS) and Google Analytics, or willingness to learn.
- Advanced knowledge of Excel, Word and PowerPoint.
- Experience with the Adobe Creative Suite (InDesign, Photoshop) is an advantage.
- Experience with Salesforce (or other CRM tool) is an advantage.
- Fluent in English, written and spoken. Proficiency in other Foundation languages, such as Spanish, Portuguese, Dutch, Arabic, Hindi and Hebrew, is a plus.

Organisational competencies:
- Teamwork
• Learning ability
• Result driven

Job specific competencies:
• Written Communication
• Planning & organising
• Creativity

HOW TO APPLY

Interested in applying? Please send your motivation letter and CV in English with your requested daily rate to Communications_Consultant@bvleerf.nl, using the subject ‘Application Communications Consultant’.

We encourage early application as we will be reviewing applications on a rolling basis. The position will be filled as soon as we find the right candidate.

If you have any questions about the role or the application process, please contact Melissa van Well-Dijkshoorn, Communications and Knowledge Uptake Officer, at Melissa.vanWell@bvleerf.nl.