

VACANCY

Senior Communications Manager

Nyon, Switzerland

Grade E (100%)

UNI Global Union is seeking a Senior Communications Manager to:

focus on strategic communications and high impact relations with the media and our affiliate unions to help UNI promote its work and win campaigns

1 About UNI Global Union

UNI Global Union is the voice of 20 million service sector workers around the world. Through its affiliated trade unions, UNI represents workers in 150 countries and in every region of the world. Our Head Office is based in Nyon, Switzerland, with nearly 50 staff.

UNI's strategy is to build power for working people through strong unions and to change the rules of the game in the global labour market in order to ensure justice and equality for working people.

2 About the job

The Senior Communications Manager reports to the Head of Communications and will work closely with UNI Heads of Departments to raise the visibility of the organization, its leadership, and campaigns.

The Senior Communications Manager will write website articles, campaign materials, updates to social media, and press releases as well outreach to journalists and bloggers. The successful candidate will also work with our web programmer, videographers, and graphic designers to produce compelling and persuasive multimedia campaign materials.

UNI Communications is a small and dynamic team, so flexibility and originality are essential. Along with their core communications duties, the Senior Communications Manager will be asked to contribute to basic communications team tasks and other duties essential to the smooth running of the department.

As Senior Communications Manager, your main tasks will be to:

- Work with the Head of Communications and the other heads of departments to develop effective messaging and a strong organizational narrative
- Raise the profile of the General Secretary and Deputy General Secretary in the global labour movement and in areas of their expertise
- Implement creative communications strategies with an eye towards growing engagement with internal and external stakeholders
- Write and edit a variety of materials, including press releases, online articles, social media posts, petitions, reports, newsletters, op-eds, and speeches
- Collaborate with policy, creative, and technical staff and vendors to create compelling videos, images, and publications for campaigns

- Help ensure that the UNI's website, social media, and affiliate communications promote campaigns effectively by tracking metrics, monitoring relevant conversations, and regularly assessing and adjusting maximize opportunities
- Help manage relationships with communications departments of affiliate unions
- Liaise with UNI sectors, affiliates, and regional offices to stay abreast of breaking developments
- Help manage messaging and logistics for large union events
- Stay up to date on new and emerging public relations and social media tools and best practices

The terms and conditions of employment are according to the collective agreement existing between UNI, its employees in Nyon and their trade union.

3 The Successful Candidate

The successful candidate has:

- Passion for human rights and economic justice with at least 8 years of experience in in a similar role for a union or other social justice organization.
- They must speak and write fluent English and preferably Spanish, German, or French as well.
- Excellent writing skills and a creative eye for developing content across a variety of channels and platforms, with proven ability for quick turnaround
- Experience successfully managing projects in a fast-paced, campaign-oriented work environment
- Ability to handle multiple tasks while meeting tight deadlines
- Familiarity with various content management systems
- Experience navigating multi-stakeholder organizations and campaigns
- Personal interest in current communications trends, including earned and social media
- Ability to write to boil down big, complicated ideas into lively social media copy
- At least a basic knowledge of video editing and graphic design programs or demonstrable aptitude to learn
- Resourcefulness and flexibility in approach to project assignments and planning
- Drive and self-motivation
- A sense of humor under pressure

4 How to apply

Applications to the position must be sent to Damaris Baeuchle, Human Resources Manager, at jobs@uniglobalunion.org no later than August 18th, 2019 and include:

- An application form (available from www.uniglobalunion.org/about-us/jobs)
- Relevant work certificates and diplomas

First interviews will take place on-line, between the 21st and the 23rd of August 2019.

5 Data management

In order for us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>