

Vacancy – Communications and Events Officer

Vacancy Number: ICCT-COMM-2022

Who We're Looking For

ICCT is searching for a new Communications and Events Officer to lead the communications and events strategy of the institution. Engagement with ICCT's growing community, both in the Netherlands and internationally, is essential to fulfil both ICCT's public platform function and its function to strengthen the knowledge levels of CT and P/CVE policymakers and practitioners. You will work closely with ICCT management and staff to ensure a smooth and effective running of daily communications and events planning. The successful candidate will be a strong communicator, pro-active, organised and able to work autonomously.

Who We Are

ICCT is a respected think tank in the field of counter-terrorism (CT) and preventing/countering violent extremism (P/CVE). Our research, policy advice and on-the-ground programming is guided by a fundamental conviction: that CT policy and practice is most effective when it adheres to the rule of law and respects human rights.

ICCT is based in The Hague, Netherlands and enjoys a close partnership with two prominent Dutch research institutions: the T.M.C. Asser Institute and University of Leiden's Institute of Security and Global Affairs (ISGA).

Your Tasks and Responsibilities

- Responsible for shaping the communication strategy of ICCT, under the supervision of ICCT's Director
- Leading ICCT day-to-day communications across all digital platforms (Website, Twitter, LinkedIn, Facebook, Newsletter, other channels)
- Leading ICCT's reflection on a brand new website, in cooperation with the whole staff, with the support of an external company
- Responsible for the maintenance and general management of the website
- Delivery of internal analytics reports for data driven insights on engagement
- Design support for ICCT products and platforms as needed, such as publication layouts, data visualisation and infographics, audio-visual presentations, and interactive media, in cooperation with the Editorial Team
- Improve ICCT SEO and strengthen audience engagement
- Contribute to the creation of the ICCT podcast series
- Supervising the General Affairs Officer in the organisation and delivery of ICCT's events (digital and in-person)
- Contribute to other ICCT projects where needed

What You Bring To The Table

Essential Qualifications

- A Bachelor or Master's degree (applied sciences or academic – equivalent of the Dutch HBO or WO) in communications or a related field, PLUS working experience in an organisation in or closely related to ICCT's field of work, or knowledge of ICCT's field of work: e.g. security, counter-terrorism, global affairs.
 - OR:
 - A Bachelors or Master's degree in a topic related to ICCT's field of work, e.g. security, counter-terrorism, global affairs, PLUS working experience and track record in communications
- Fluency in English; working knowledge of Dutch will be an asset;
- Eligibility to work in the Netherlands. ICCT cannot offer visa sponsorship for this position.

Professional experience

- At least three (3) years of relevant experience in communications
- Proven experience with building an organisation's communications strategy
- Proven experience with content management
- Proven experience in organising and coordinating events
- Proven experience with product design and innovation
- Experience with Photoshop and InDesign
- Experience with the creation of social media products such as podcasts
- Willingness to travel (post-COVID)
- Unimpeachable personal and professional integrity
- Interest in and basic knowledge of ICCT's field of work

What We're Offering

- **Period:** The contract will start 1 March 2022 and is for an initial term of 12 months, with an option to renew annually.
- **Commitment:** 38 hours per week (1,0 FTE)
- **Location:** The Hague, the Netherlands
- **Salary:** The salary indication for this position is between €2.811 – €3.344, subject to the candidate's experience.
- **Benefits:** 8% holiday pay and 8,3% end of year bonus, ABP pension scheme, flexible working arrangements, generous leave policies.

This vacancy closes on January 18 2022, 9am. Interested candidates should send a cover letter and resume to a.van.den.berg@icct.nl. Please include the vacancy number in your subject line.

Note that this position is to fill an urgent need. As such, we will be reviewing applications and conducting interviews on a rolling basis. Early application is encouraged.