



Job description Communications officer

BEYOND PLASTIC MED ASSOCIATION (BeMed)

Faced with the extent of plastic pollution in the Mediterranean, the Foundation Prince Albert II of Monaco has joined forces with the Tara Ocean, Mava, Surfrider Europe foundations and the IUCN to create the Beyond Plastic Med association.

Since 2015, BeMed has supported 92 initiatives in 15 countries around the Mediterranean. To strengthen the impact of its projects, capitalise on the experience of its network and meet a demand from the stakeholders involved, BeMed facilitates collaboration and the sharing of experience and tools by running a community of practice bringing together the organisations it supports.

BeMed also works with the private sector through its Business Club, which brings together companies wishing to commit to a plastic-free Mediterranean. The objectives of the Club are to bring together companies from different sectors and different links in the plastics value chain, to develop dialogue between scientists, companies and NGOs, and to implement actions on the ground adapted to the various local contexts in the Mediterranean.

To consolidate its actions, the association is setting up the "BeMed+" project starting in 2024. Pilot actions will be carried out in two Mediterranean regions (Monastir in Tunisia and the Shkumbin river region in Albania), in collaboration with two of its founding members.

RESPONSIBILITIES AND ACTIVITIES

To raise the profile of the association and the projects it supports, we are looking for a Communications Officer to promote the association's projects and activities through its communications. The person will also be responsible for the logistical organisation of certain BeMed events.

A. Communication

The Communications Officer's role will be to develop and implement the overall communications strategy (defining targets, tone, style and tools to be used) to promote the association's activities, in consultation with the members of the team.

On a day-to-day basis, the Communications Officer's role will be to ensure the association's communications with the :

- **Website management and animation:** Writing and uploading content, optimising the user experience on the site, hiring and monitoring service providers ;
- **Animation of social media (at least Facebook and LinkedIn):** Writing content, choosing visuals (video photos, creating stories), managing publications, managing interaction with the audience;
- **Content production:** Creation of communication tools designed to present the association to our donors, partners and community (visuals, power point presentations, etc.);

- **Drafting and implementation of the BeMed+ project communication strategy:** Drafting the communication strategy specific to the BeMed+ project in collaboration with the project partners. Implementing the strategy using the association's communication tools ;
- **Graphic design of documents:** Graphic design and layout of various technical, institutional and communication documents produced by the association and its partners (e.g. data sheets, benchmarks, annual reports, minutes, newsletters, news, social media content, press releases, etc.). This may involve coordinating the work of BeMed's external service providers ;
- **Mailing list management:** Sending newsletters and adding subscription requests to mailing lists (Brevo software) ;
- **Managing the "contact" mailbox:** Responses to contact requests and distribution of subjects to team members ;
- **Monitoring and analysis:** Targeted research and monitoring of environmental news to ensure the quality of the content produced ;

B. Press relations and events

- **Ensuring media coverage and visibility of the association's events and activities:** Drafting press releases, organising press conferences and managing/developing the association's press address book ;
- **Organisation of virtual, hybrid or face-to-face events:** Preparing the visual identity, communication and logistics for events (requesting quotes, organising travel/accommodation for the team and partners, liaising with service providers, etc.). Organisation of events outside Monaco (in France or abroad).

Examples of events organised by the association: Annual meeting of BeMed laureates in the presence of partners, online events, 2 workshops per year for members of the Business Club.

In addition to these specific tasks, you will be involved in the daily operation of the team, contributing to BeMed's internal activities, participating in the life of the team and providing opportunities for representation.

RESEARCHED PROFIL

Education and knowledge

- Postgraduate degree at Master 2 level in communication or marketing. Specialization in environmental issues would be appreciated.
- Proven experience in communications (including social networking and website administration).
- Knowledge of the specifics of communications for an association. Proven experience in the voluntary sector would be a plus.
- A genuine interest in digital communication.
- Sensitivity to environmental issues.
- Experience of communicating on an environmental project or a project receiving public funding would be a plus.
- Experience in defining a communication strategy.

Operational skills

- Knowledge and mastery of communication tools: Adobe Suite (or equivalent), Wordpress, social networks (at least Facebook and LinkedIn), office automation tools, newsletter distribution software, photo and video shooting.
- Excellent writing and speaking skills.
- Knowledge of video/sound/photo editing would be a plus.

- Fluency in French and English required, a third Mediterranean language would be appreciated.

Professional skills

- Good teamwork skills.
- Good interpersonal skills.
- Ability to analyse and summarise.
- Creative thinking.
- Organisational skills, precision and rigour.
- Autonomy, initiative and adaptability.

CONDITIONS AND REMUNERATION

Position based in Monaco.

One-year fixed term contract – possibility of evolution to permanent contract

From Monday to Friday (39h/week)

Travel to be planned.

Ideally from 1 January 2024.

REMUNERATION

2100-2400 € net per month, depending on profile and experience.

Benefits: 13th month and lunch vouchers

CONTACT

Send CV and cover letter to: candidature@beyondplasticmed.org before midnight on 5 November 2023.