



## **WORLD FUTURE COUNCIL FOUNDATION – VACANCY**

The World Future Council brings the interests of future generations to the centre of policy making. Its up to 50 eminent members from around the globe have already successfully promoted change. The Council addresses challenges to our common future and provides decision-makers with effective policy solutions. In-depth research underpins advocacy work for international agreements, regional policy frameworks and national lawmaking and thus produces practical and tangible results. The World Future Council is registered as a charitable foundation in Hamburg, Germany ([www.worldfuturecouncil.org](http://www.worldfuturecouncil.org)).

For its international team the World Future Council is looking for a

### **Media and Communications Manager**

**(Maternity Cover for 12 Months, January until December 2011, with possible extension)**

Location: Hamburg

Reports to: Management Board (Vorstand)

Hours: 32–40 hours a week

### **Role**

The Media and Communications Manager is responsible for all aspects of external communications of the World Future Council. The Media and Communications Manager shall enhance the public perception of the organisation among key audiences and mass media with a clear and consistent identity.

### **Responsibilities:**

- Plan, implement, control and evaluate media strategies
- Provide draft media releases/invitations/outlines of media conferences
- Develop positive relationships with the media and coordinate the referral of enquiries to appropriate members of the World Future Council or staff members
- Work proactively using all media outlets and other strategic means to position the World Future Council's global and national messages to key targeted audiences in German-speaking countries as well as in international media
- Coordinate media and other communications activities on an international level.
- Maintain up-to-date related publicity information and media contact databases and records

- Develop publications such as a bimonthly electronic newsletter, leaflets, annual report
- Ensure and maintain a professional content of the WFC website
- Further develop and implement methods of measuring the success of the World Future Council 's media activities
- Monitor the communications budget

**Experience:**

- Minimum 3 – 5 years experience in media, communications, or online publishing

**Profile:**

- Excellent written and spoken English and German communication skills, including proof reading, grammar, and spelling. Additional languages are an asset
- An understanding of and commitment to the World Future Council's values and programmes
- Experience dealing with mainstream media organisations and related constituencies
- Ability to think strategically and creatively
- Demonstrated ability to write in clear, concise and confluent style
- Willingness to take initiative and move projects forward
- Ability to work with others in balancing conflicting priorities
- Ability to line manage consultants with clear directions and expectations
- Interest and knowledge of new and emerging technologies in communications
- Familiarity with layout software and design
- An EU work permit is required.

We can offer a salary of 31.500 to 34.000 Euro per annum, depending on experience, and an interesting international work environment including travel to international events.

To apply, please send a cover letter as well as CV to Mrs Alexandra Wandel, email: [fpa@worldfuturecouncil.org](mailto:fpa@worldfuturecouncil.org). Subject heading: Media and Communications Manager and your name. **Deadline for completed applications: 2 December 2010.** Only candidates invited for interviews will be contacted. Interviews will take place with the Management Board on 9 and 10 December 2010 in Hamburg.