



Communications and admin manager of SIRIUS network on migrant education

SIRIUS Policy Network on Migrant Education is a European-wide membership network under Belgian law (AISBL), where researchers, practitioners and migrant-led initiatives co-create the solutions that will make inclusive education a reality for migrant and refugee children and youth. SIRIUS is the only network on migrant and refugee education, bringing the transnational, multi-stakeholder and multi-disciplinary collaboration needed for long-term inclusive education.

Over the past seven years, SIRIUS has brought diverse stakeholders and policymakers together to work on a common agenda to reform policy and practice, informed by the changing needs and best practices in Europe's diverse classrooms. SIRIUS also supports the implementation over the long-term by the entire school and community, so that educators, students, parents and communities are all working with migrants and refugees.

SIRIUS AISBL is looking for a Communications and admin manager to join the secretariat, run by a part-time Interim Executive Director. The network is composed of 47 members across Europe, led by a 5-person board. The postholder will work under the supervision of the Interim Executive Director. He/she will also work closely with the Project and Financial Manager at Migration Policy Group – one of SIRIUS' members who is lead partner in the [EC-funded SIRIUS 2.0 mutual learning activities](#).

Starting Date: February 2020
Duration: Unlimited duration, 3 days-per-week
Location: Brussels (office-based, but flexible for Brussels-based remote working)

Key responsibilities:

Communications

- Design and implementation of external communications, including website, social media and other external channels
- Design and implementation of strategic communications for SIRIUS activities to target different educational stakeholders (e.g. policymakers, teachers, students, parents, migrant communities)
- Design and implementation of internal communication strategy and tools for members
- Contribute to regular networking with SIRIUS' Brussels-based EU NGO members
- Coordination of SIRIUS' contribution to high-level EU events and consultations, as requested by the Executive Director
- Outreach to new members representing the diversity of education stakeholders

Management

- Responsible for financial reporting and any day-to-day financial/HR management, including relations with Belgian Social Secretariat, accountant and compliance with Belgian rules for AISBLs
- Preparation of board and general assembly meetings and minutes



- Support on fundraising to Executive Director, including preparation of meetings and follow-up
- Create system for monitoring implementation and impact of SIRIUS' mid-term strategic plan
- High level meeting preparations

Professional skills, knowledge and experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Higher education degree in education, marketing/communications/PR, sociology/political science • Several years of relevant experience, preferably in communications • Strong knowledge and experience of the latest tools for digital communications and social media management • Strong copy-writing/editing and written communication skills • Experience in migrant or refugee education practice, activism or volunteering • Excellent English and fluency in French or Dutch • Hand-on creativity <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Expertise and experience in communications on education topics • Fluency in several European languages • Experience in ASBL/AISBL management or international project management
Personal attributes	<ul style="list-style-type: none"> • Confidentiality and tact • Very good attention to detail and an eye for accuracy • Good team-working skills, including flexibility and commitment to the issues • Ability to work to deadlines and prioritise own work within agreed parameters • Ability to work independently and initiate activities as appropriate • Ability to work with people from different cultural backgrounds • Identification with the work and objectives of SIRIUS

Contact

To apply, please complete the SIRIUS employment application form.

Please note that:

- Applications should be sent in English.
- Applications should be composed of the completed Application Form and a CV.
- Applications should be sent electronically to sirius@sirius-network.org. No written applications will be accepted.
- The deadline for applications is **8 January 2020** at 17.00.
- Interviews will be held in **mid-January 2020**.
- Only candidates selected for an interview will be contacted.