



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

**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](mailto: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.