

Role Communications and Fundraising Officer
Start date August 2022
Organisation European Lawyers in Lesvos (www.elil.eu)
Location Athens, Greece
Working hours Full-time (09.00 – 17.00 Monday – Friday)



Background

There are currently thousands of asylum seekers in Greece, many of whom have fled Syria, Afghanistan or Iraq. The asylum process they go through is a complex and ever-changing legal procedure that is difficult to navigate. Despite this, there is no state-provided legal aid available for asylum seekers before their asylum interviews and so the majority of them attend their interview without having spoken to a lawyer. The only way an asylum seeker can receive legal assistance in relation to their asylum interview is through one of the few NGOs operating.

Without access to legal assistance, asylum seekers often do not know their rights or understand the process and the criteria applied when their asylum applications are assessed. They are therefore significantly disadvantaged when they attend their asylum interview and often suffer problems and delays in the processing of their asylum applications. This absence of legal information and legal assistance puts human rights at risk and undermines the rule of law.

European Lawyers in Lesvos (“ELIL”) is a charity registered in Germany and Greece. It was founded by the Council of Bars and Law Societies of Europe (CCBE) and the German Bar Association (DAV) in 2016. These organisations represent the bars and law societies of 45 European member, associate and observer countries, and through them more than 1 million European lawyers. ELIL is now also supported by the Conseil national des barreaux (CNB).

ELIL was inspired by belief in the fundamental importance of upholding the rule of law, protecting human rights and ensuring meaningful access to legal assistance. Our team of Greek asylum lawyers and volunteer European asylum lawyers provide free, independent legal assistance to asylum seekers on Lesvos, Samos and Athens.

Our main activity is the provision of one-on-one legal consultations to prepare asylum seekers for their asylum interview. We also help reunite families by assisting with family reunification applications under the Dublin Regulation and assist unaccompanied minors (interview preparation, family reunification and age assessment).

We are looking to recruit a committed and experienced Communications and Fundraising Officer to join our team.

Role

The start date for this role is 1 August 2022. We offer a competitive salary, details of which are available on request.

The role reports to the Communications and Fundraising Manager (CFM). Working closely with the CFM and potential communications volunteers, the Communications and Fundraising Officer’s main objectives are to create content for ELIL and to help secure sustainable funding for the organisation.

S/He will assist in defining and implementing communication, advocacy, partnership and grant management strategies geared towards raising ELIL’s profile; promoting the organisation’s mission; obtaining the necessary support and financial means to allow ELIL to remain sustainable across four project locations in Greece (Lesvos, Samos, Athens and Thessaloniki).

Role responsibilities

The key responsibilities of this position are:

- Communicate the identity and mission of ELIL to the public.
- Provide dedicated support to the development of concept notes and funding proposals.

- Research funding opportunities and track donors' evolving priorities and requirements.
- Use quantitative and qualitative data from programmes to enhance communications and fundraising materials.
- Create content for communications platforms.
- Assist in the management of social media accounts and other publications, ensuring that they are updated regularly.
- Help promote and manage fundraising campaigns.
- Assist with the development and execution of a comprehensive fundraising strategy.
- Assist with planning and execution of integrated multimedia campaigns on a limited budget.
- Assist with other communications-related duties as assigned.

The responsibilities listed here are not exhaustive and the position holder may be required to undertake other duties that are broadly in line with the above key responsibilities.

Skills and experience required

Essential

- Demonstrated ability to achieve communications-related objectives with at least two years of related experience.
- Fluency in written and spoken English and excellent written, verbal and interpersonal communication skills.
- Experience in grant writing and/or reporting.
- Experience in managing social media and digital channels, websites and blogs.
- Demonstrated ability to manage tasks to deliver objectives in a timely manner.
- Demonstrated ability to write effectively and engagingly for different audiences.
- Commitment to, and demonstrated ability in, working as part of a team.
- Ability to work unsupervised in a rapidly shifting context.
- Bachelor's Degree or higher.
- Experience in working in a humanitarian and development context.
- Valid EU work permit.

Desirable

- Master's Degree in a relevant subject.
- Experience volunteering or working within an NGO/INGO or governmental organisation.
- Interest in and knowledge of displaced populations.
- Experience in photography and videography, particularly in a humanitarian setting.
- Previous experience in graphic design and working with related software (Canva, InDesign and Photoshop).
- Proficiency in using photo, web and video editing software.

Language skills in Greek and/or German are an asset.

To apply for this role, please send a CV and cover letter in English by email to the Communications and Fundraising Manager, Clara Marshall (c.marshall@europeanlawyersinlesvos.eu).

Closing date for submission of applications: June 27th 2022.

Applications will be processed as they come and the position maybe filled before the above deadline. Only short listed candidates will be contacted. All applications will be treated with strict confidentiality.