

The Bernard van Leer Foundation is a private grantmaking Foundation that funds and shares knowledge about work in early childhood development and child rights. Working with other organisations, our mission is to develop and support programmes that create significant positive change for children up to age 8 who are growing up in circumstances of social and economic disadvantage. More information can be found at www.bernardvanleer.org.

We are currently recruiting for the position of

Head of Communications and Publishing

Broad function

To develop and lead the Bernard van Leer Foundation's overall communications strategy with the objective to a) advance knowledge on early childhood development (ecd) issues through the delivery of consistent messages to priority audiences worldwide, and b) increase the Foundation's openness and transparency to its external stakeholders and enhance the Foundation's brand identity and visibility.

To develop and lead the Foundation's annual publishing programme and continue the development of the website in support of the communications strategy.

To manage the Communications and Publishing team, including the consultant Web Editor.

Principal tasks and responsibilities

- A. Develop and lead the Foundation's communications strategy through appropriate strategic actions, plans and activities for external as well as internal communication:
- Identify appropriate and effective methods of communicating relevant ecd-related messages to the Foundation's main stakeholders: staff, partner organisations, early childhood institutions and professionals, policymakers, and relevant media;
 - Propose and develop innovative products to promote both issues of concern to the Foundation, and its own published work. If needed, write material up to publishable standard;
 - Proactively identify relevant 'news' and information for publication in corporate publications and on the website;
 - In collaboration with the Studies Officer and programme staff, contribute ideas for conferences and events to be organised by the Foundation; participate in such events to promote the Foundation's work and publications;
 - Review and monitor the effectiveness of the Foundation's communication activities and periodically review the communication and publishing strategy;
 - Manage the communications budget;
 - Investigate and propose joint communication initiatives with peer organisations on ecd issues;
 - Employ and strengthen a network of professionals, policymakers, etc. to advocate for early childhood issues.

- B. Develop and lead the Foundation's (annual) publishing programme:
- Draw up and implement the Foundation's annual publishing programme, based on a) perceived needs in the early childhood community, and b) existing Foundation knowledge;
 - Lead the development and production of corporate publications such as the Annual Report;
 - In collaboration with the Studies Officer and programme staff, submit ideas and topics for publications, such as working papers, and keep abreast of current trends and events in the international early childhood community and identify publishing opportunities;
 - Manage the (internal and external) peer review of manuscripts;
 - Organise and oversee the production by commissioning the editing and translation of papers, articles and other material and ensure that deadlines are met;
 - Prepare, implement and oversee the dissemination plan of the publication series (in close collaboration with Unit staff and other relevant Units);
 - Manage the publishing budget;
 - Monitor and review the use of publications by target audiences; develop a clear understanding of the current readership, use and knowledge of Foundation publications;
 - Coordinate with peer organisations on joint publishing issues;
 - Oversee the Foundation's website (managed by the consultant Web Editor).

Authority levels

Has budget authority for the communications and publishing programme. Has final authority in deciding whether manuscripts are publishable.

Principal relations

Inside the Foundation

Unit members, ExD, Programme Director, Studies Officer, Information Management Officer, M&E Officer, and interest groups.

Outside the Foundation

Strategic institutional or individual contacts, relevant resource people, writers, editors, printers, graphic designers, BvLF partners, relevant media.

Supervision

Supervises Communications & Publishing Officer; Communications & Publishing Assistant; consultant Web Editor.

Supplementary information

Education and experience

- Master's or equivalent degree in communication, journalism, international studies or related field.
- At least 5 years of experience in the area of communications and public information in an international development-related environment, including publishing and production (print and electronic) management. Experience in working with the media.
- At least 5 years of experience managing a team of professionals.
- Knowledge of and experience in child-related issues a strong advantage. Working experience in developing countries an asset.

Other skills

- Fluent knowledge of English. Good knowledge of Spanish would be a strong asset.
- Excellent verbal and written communications skills.
- Good ICT skills. Excellent knowledge of how to optimise websites for communication purposes.

Experience in developing web-based communication and publishing products

- Dynamic, excellent interpersonal skills and ability to establish and maintain effective working relationships with colleagues in a multi-cultural environment. Strong teamwork skills but able to work independently and show initiative.
- Organisational and analytical skills; Proven ability to meet multiple deadlines, balance multiple projects; Ability to convey clear and concise messages for different audiences, and a proven ability to translate jargon into plain English.

We offer a competitive salary and other benefits.

If you are interested in this position, please apply before 17 April 2009 by writing a letter of motivation and including a CV in .pdf or .doc format to hr@bvleerf.nl. If you have any questions, you can email on this address or call +31 (0)70 331-2200. Please indicate how you heard about the vacancy.