

Help us advance digital rights in Europe!

The Digital Freedom Fund works to advance digital rights through strategic litigation in Europe. We do this through grants to support the legal, advocacy, research, and other costs involved in litigation; through facilitating litigators' access to pro bono legal support; and through facilitating skill development and networking in the digital rights field. As part of its work in facilitating skill development and networking, DFF organises a number of events, including an annual Strategy Meeting, litigation retreats, workshops and virtual meetings to collaboratively strategise on litigation across different digital rights issues. DFF is looking for a **part-time Communications Consultant** to assist the organisation in successfully communicating about these activities with the digital rights field and others interested in DFF's area of work.

DFF operates with a light operational staff as its focus is on grantmaking and field support activities rather than participating in litigation work itself. The Communications Consultant will work directly with the Director on refining and expanding DFF's communication strategy and its implementation.

DFF is incorporated as a *Stichting* under Dutch law, with its office based in Berlin. The Communications Consultant can work from DFF's Berlin office or work from home.

Role description

The Communications Consultant's time will be dedicated to strengthening DFF's communications with an external audience. Over the course of 2020, this will include the following main tasks:

- Assisting in reviewing DFF's communications strategy and operationalising it through a communications plan;
- Taking a lead in improving DFF's online presence through, amongst others, opening new lines of external communication and improving the frequency of and engagement with DFF's communications on existing channels;
- Support DFF staff on layout of documents, reports and presentations;
- Produce materials for DFF such as presentations, multimedia content, one-pagers on its activities, send out newsletters;
- Support the development, update and production of content on DFF's website, newsletter and online platforms;
- Develop a plan for improvements to DFF's current website, including bringing it into line with best practices on website accessibility;
- Develop and assist with the implementation of a DFF style guide;

Candidate profile

- Relevant educational background in areas such as multimedia, video or digital journalism and communication;
- Experienced user of WordPress, good knowledge of image editing and experience developing print materials
- Experience handling organisational social media accounts;
- Excellent writing skills in English and eye for detail are a must;
- Experience working in international environments with communications is an asset;
- Knowledge of key organisations and networks active in the field of digital rights is a plus;
- A team player ready to take on tasks, big or small.

Conditions

The position is part-time and expected to take 8-10 hours per week. DFF is flexible about the form of contract under which the work will take place: the position can be taken on as a mini-job, student employment or on a consultancy basis. Compensation is based on the mini-job regime (€450 a month) or comparable terms. The candidate must be eligible for the desired contract type e.g. students must be currently registered at a German university and consultants must be properly registered to offer consulting services. The candidate must be authorised to work in Germany.

The initial contract term will be 1 year, with the possibility of renewal.

Deadline for applications is 18 December 2019 with a preferred start date of January 2020.

How to apply

Please send the following to [info\[at\]digitalfreedomfund\[dot\]org](mailto:info@digitalfreedomfund.org) with "DFF Communications Consultant" in the subject line:

- Statement of motivation (1 page)
- CV (2 pages)
- A work sample, preferably on a topic related to digital rights (1-2 pages)
- Names of two professional references

References will not be contacted without prior approval of the applicant.



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