



Terre des hommes

Αρωγοί των παιδιών παγκοσμίως.

Communications Officer

Greece, Athens

Terre des hommes Hellas is seeking to recruit a Communications Officer.

Start date February 2026

Contract open ended.

Salary range **1.510 - 1.607** euro monthly gross salary, depending on skills and experience and in line with similar position grades in the organization.

Reports to Fundraising Specialist

Deadline for applications: 31/12/2025

BACKGROUND

Terre des hommes Hellas is a child-focused organisation dedicated to protecting children and promoting their rights in Greece. Established as a Greek NGO in 2018, it works to strengthen child protection systems, promote child safeguarding, and ensure that children's voices play an active role in shaping the policies and services that affect them. Each year, thousands of children, parents, caregivers, and professionals benefit from its programmes in the areas of mental health, prevention of violence, access to justice, and social inclusion. As part of the wider Terre des hommes international movement, Tdh Hellas combines global expertise with local action to create safer environments for children and to support long-term, positive change in communities across Greece



ROLE DESCRIPTION

The Communications Officer is responsible to provide guidance, design and implement the Communication and Advocacy interventions by Tdh Hellas in the country. S/he is responsible for promoting Tdh Hellas objectives and find opportunities to increase the visibility of Tdh Hellas' work. S/he is responsible to create effective advocacy plans/messages and communications materials and to build a strong network of partners, donors and key influencers in order to achieve the objectives of the current and future Country Strategy.

MAIN RESPONSIBILITIES

Strategic Responsibilities:

- Responsible for the development of communication strategies, at country and programme level, in collaboration with the Director, the Fundraising Specialist and the Programmes teams.
- Contribute to the design of projects with communication and advocacy components and take the lead in implementing advocacy and communications activities as outlined in project descriptions, including supporting with the drafting of project proposals.
- Collaborates with external partners, including Tdh Delegations to promote projects which are implemented in Greece.
- Develop and maintain active working relationships with communications colleagues in partner organizations/NGOs and explore formal or semi-formal partnership opportunities in specific programmatic areas as identified in the country strategy.
- Represents the organisation in the media and advocacy events and working groups as a spokesperson under the guidance of the Director & the Fundraising Specialist, while advising and providing other Tdh Hellas spokespersons with talking lines for external communication (media).
- Liaises with programme staff on new projects to identify communication needs and develop effective project communication materials, lead their drafting, design and delivery and ensures all information material are up to date.
- Responsible for managing the Tdh Hellas social media accounts and website and for creating its content.
- Monitors media outlets in Greece and regularly consult with other Tdh Hellas programme team members to stay up to date with current issues which feed into advocacy campaigns and communications materials.
- Under the guidance of the Director and in direct collaboration with the Fundraising Specialist and Project Managers, s/he is responsible to utilize advocacy opportunities optimally in order to build high level visibility and strengthen Tdh operations.
- Advise and support the Director and Project Managers in networking and the development of strategic activities to engage with high-level stakeholders, decision making bodies, new strategic donors and promote further cooperation, engagement and coordination with existing and future partners.
- Build a network amongst governmental bodies and other stakeholders which play a crucial role for the implementation of the country strategy and activities.

YOUR PROFILE

Education / Qualifications: Studies or demonstrated theoretical knowledge in media and communications, social sciences, political science, or similar field. A master's qualification would be an advantage.

Experience:

- At least 4 years of professional experience in media and communication and/or advocacy, with a highlight in strategic communications and visibility
- Proven experience in successfully coordinating communications and increasing visibility in an NGO or other company
- Excellent communication skills, verbal and writing,
- Demonstrated portfolio of communication materials and designs
- Experience in project development
- Experience in managing social media and being a spokesperson in media.
- Demonstrable experience in developing partnerships, fostering networks and positive working relationships externally.
- Excellent team worker with a positive attitude to work in a collaborative environment.
- Understands topics surrounding children and the media.
- Experience in providing trainings on advocacy or communications is a plus.

Languages: Excellent oral and written skills in Greek and high level of English required
Excellent skills on writing reports, developing content, developing, and clearly articulating strategic messages.

IT Knowledge Fully conversant with usual IT tools.

Excellent knowledge of at least one digital Design Tool, Canva to be preferred.

Competencies:

- Communicates in a clear, concise and responsible way
- Adopts a collaborative attitude both inside and outside the Department
- Works according to the common criteria, which are to be known and validated by all parties
- Represents and explains the mission and projects of Tdh
- Acts in the interest of Tdh
- Integrates and applies guidelines and strategies

HOW TO APPLY

Qualified applicants are encouraged to submit their CV and motivation in English to grc.recruitment@tdh.ch

Please include **“Communications Officer, your name and surname”** in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

Please note that only short-listed candidates will be contacted for the first interview.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.