



Brussels, 17 August 2021

JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of women politicians. Its mission is to increase the number and influence of women in political office. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The WPL secretariat is very international and works with women politicians and decision-makers around the world.

WPL is committed to achieving in its secretariat workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

WPL does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference checks.

Content Writer

Working as part of WPL's Communications Department, the Content Writer will deliver quality writing pieces that appeal to WPL's unique audience, in addition to generating ideas for new content for newsletters, website, articles, social media platforms among others. He/She is expected to draft strong editorial plans that ensure high quality content with a focus on compelling messages that lead to audience engagement and development.

Responsibilities

Working in line with the organisation's direction, standards and to the best of their ability, the jobholder tasks include but are not limited to:

- Developing high-quality content for newsletters, website, articles, social media platforms among others
- Proofreading content for errors and inconsistencies
- Planning and following an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials
- Provide tailored content to keep WPL's website updated



- Keeping up to date the organisation's writing guidelines and ensuring their implementation.

Skills

- Good time management skills, including prioritising, scheduling, and adapting as necessary
- Ability to work on multiple projects and initiatives with different objectives simultaneously
- Be results-driven
- Be technically savvy
- Creativity and a keen eye for details

Education and Experience Requirements

- Master's degree in communications, journalism or a related subject
- Excellent verbal and writing and editing skills in English (writing samples will be required)
- Proven content writing or copywriting experience
- Familiarity with marketing tools, MS Office or Google Suite
- At least 4 years of experience working in a high-volume, fast-paced environment

Successful candidates are not WPL employees, they have an independent status.

Physical presence in Brussels or Iceland is not required.

Candidates should send an email entitled Content Writer Application to recruitment@wpleaders.org with a CV and letter of motivation (each no more than one page of A4). Please include writing samples and indicate your earliest availability to start.

Only shortlisted applicants will be contacted.

Personal data processing

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.



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