

Traineeship Programme April 2024 Communications and Events Unit (COMMS)

Description of the Unit

The Communications and Events Unit is responsible for fostering new narratives on fundamental rights. It develops effective communication activities that combine value-driven messages on fundamental rights principles with arguments about their relevance.

The Unit ensures that FRA activities and outputs are effectively communicated through online and print media, and events to policymakers at the EU and Member State level, other key actors in the human rights field, as well as to the media and the public at large. It also provides technical assistance and capacity building to the Agency's stakeholders within the remit of its competencies. The Unit also leads in preparing the annual Fundamental Rights Report, including contributions of relevant units.

This unit is organised in two sectors:

- **Communicating Rights – Media & Events Sector**

The sector's core function is to raise awareness about fundamental rights and promote FRA and its work. It does so by managing the Agency's media relations and social media presence, and by organising high-level events, including the Fundamental Rights Forum.

- **Web, Publishing & Promotions Sector**

The sector develops, produces, and disseminates FRA's multi-lingual outputs online and in print, including the annual Fundamental Rights Report. It also maintains FRA's corporate website fra.europa.eu.

Which tasks are expected in this Unit?

- Supporting the **development of activities** to effectively communicate the results of FRA's diverse work to a variety of audiences, including

policymakers, civil society organisations, international partners, and other relevant stakeholders; helping to ensure that **communication is tailored to specific stakeholder needs**;

- Supporting the development and implementation of FRA **outputs and activities**, including the Fundamental Rights Forum 2023 and annual Fundamental Rights Report;
- Supporting FRA's **social media activities**, including composing such posts text-wise and visually;
- Contributing to **development of visual and audio-visual material** (e.g. pictures, infographics, podcasts and videos) to communicate FRA's research findings;
- Assisting in the preparation and implementation of **technical assistance activities**;
- Supporting the web team in **updating and maintaining** FRA's internet Presence;
- Supporting the **editing and production** of a wide variety of FRA's multi-language products, from media statements to reports, summaries and legal handbooks, including statistical data, quantitative and qualitative analyses;
- Maintaining and further developing FRA's **media relations** (incl. press briefings and media events) and **media monitoring**;
- Contributing to the organisation of FRA **events and meetings**, including the **servicing of the relevant mailboxes**;
- Supporting the **dissemination of FRA products** in-house and to events;
- Carrying out **organisational and administrative tasks**, taking meeting minutes, etc.