

European Network of People who Use Drugs (EuroNPUD)

Communications Coordinator (6 month position with possibility for extension)

TERMS OF REFERENCE

1. Overall purpose

Under supervision of the Executive Director, the 6 month Communications Coordinator is responsible for implementing the overall communications strategy of EuroNPUD, supported by a website, list-servs, social media platforms and basic graphic design tools. The Communications Coordinator will communicate the work of EuroNPUD and its successes to a wide audience in accordance with the policies and procedures of EuroNPUD.

2. EuroNPUD principles and structure

EuroNPUD is a regional drug user rights network in the European Union and its neighbouring countries, registered in the Republic of Ireland as a company limited by guarantee (CLG). The EuroNPUD network principles include pro drug user rights; pro self-determination; pro harm reduction and safer drug use; respecting the right of individuals to take drugs; anti-prohibitionist; and pro equality.

EuroNPUD is one of the regional members of the International Network of People who Use Drugs (INPUD) and operates to the same principles as INPUD, reflecting our shared vision and aligned strategic approach.

EuroNPUD operates as a virtual team with a devolved organisation with consultants working from home offices or shared workspaces using a combination of Zoom video conference, Signal instant message platform, and email.

3. Specific roles and responsibilities of the Communications Coordinator

4 days Coordinated Country Campaign Posting, 2 days Thematic Projects (Peer Led Harm Reduction & Opioid Agonist Maintenance Treatment Literacy and Rights), 4 days Administrative work. Payment will be made upon completion of tasks indicated by deliverable set out in contract.

4. Start Date

February 1st 2026

5. Time commitment

This position is temporary short term with possibility of extension dependent on funding. EuroNPUD works on a devolved consultancy model and recognises our team can make their own hours based on workload and project needs. EuroNPUD is based across UTC / CET / EET timezones so a person based in these time zones will be preferred.

Specific Days of Action requiring social media work leading up to and on the day: *March 8th - International Womens Day, March 9th-12th Commission on Narcotic Drugs, May 7th International Harm Reduction Day and June 26th Support Don't Punish Global Day of Action*

6. Contract duration

February 1st 2026 - July 31st 2026

7. Salary

EuroNPUD works on a devolved consultancy model and pays a daily rate of €250. The total budget for this role is €2500.

8. Person specification

1. A minimum of 2 years experience in communications
2. Excellent knowledge of and experience in developing material for social media specifically Facebook, Instagram, and Youtube
3. Strong writing and content development skills, with the ability to convey complex information clearly and persuasively
4. Ability to work as part of a devolved team and independently, managing competing tasks and deadlines (essential)
5. Good organisational and coordination skills (essential)
6. Demonstrated commitment to EuroNPUD principles: Pro drug user rights, Pro self-determination, Pro harm reduction and safer drug use, Respecting the right of individuals to take drugs, Anti-prohibitionist, and Pro equality (essential)
7. Knowledge of drug user rights and harm reduction principles and a commitment to the empowerment and human rights of people who use drugs (essential)
8. Experience of working within a network culture and understanding of organisational processes and procedures (essential);

9. Familiarity and good working knowledge of Gmail, Google Drive, Zoom, Instagram, Facebook, Youtube, Wordpress, and Signal (essential)
10. Desktop publication experience (preferred)
11. A high level of oral and written communication skills in the English language (essential), and one or more other languages of Europe, especially French, German, Italian, Spanish, Portuguese, and Greek (preferred)

9. Application Process

To apply for this position, please send the following to info@euronpud.net with 'Communications Coordinator application' in the subject line by **January 23rd 2026 2359h Central European Time**

- a) An up-to-date CV;
- b) Relevant sample documentation and/or portfolio (attached or linked);
- c) A cover letter (max. 2 pages) detailing how your experience qualifies you for this position and your commitment to the principles of EuroNPUD; and,
- d) The names and contact details of at least two referees.

Shortlisted applicants will be invited to attend an online interview during the week of January 26th -30th 2026

The selected candidate will be contacted by January 30th 2026

Incomplete applications, and those received after the closing date, will not be considered.

We are a small team and we receive a large volume of applications, which is why we will not be able to provide feedback on applications that are not shortlisted.

EuroNPUD implements an equal opportunity policy and values diversity and inclusion. We encourage applications from all qualified candidates, regardless of ethnicity, gender identity, age, religion, disability, class, HIV status, or sexual orientation.