Open Call: TGEU is looking for a new Senior Communications Officer

open call

TGEU is looking for a full-time (100%, 40 hours per week) Senior Communications Officer (Editorial and Social Communications) starting in July 2026. This will be a critical position within TGEU's Communications team for an initial period of 24 months with the possibility of extension, subject to funding.

The place of work is Berlin, Germany. Currently. TGEU is operating a 4-day working week trial, and the organisation is closed on Fridays.

Closing date

Only complete applications in the form of the application pack sent by e-mail to jobs@tgeu.org before **15 June, 08:00 CEST**, will be considered.

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Background

TGEU is a member-based organisation working primarily in Europe and Central Asia for the rights and lives of trans people. TGEU's mission is to strengthen the rights and wellbeing of trans people in Europe and Central Asia and represents more than 200 member organisations in over 50 countries.

Job description

We're looking for a highly organised Senior Communications Officer (Editorial and Social Communications) with excellent editorial and project management skills. You will be responsible for delivering and coordinating TGEU's day-to-day editorial communications across websites, social media, and newsletters. This includes awareness days and smaller thematic campaigns, as well as support for the development and execution of flagship multi-channel campaigns led by the Communications Manager.

The Senior Communications Officer reports to the Communications Manager. The Communications team supports and amplifies TGEU's advocacy, community building, and research work and initiates and runs awareness and strategic communications campaigns and publications.

Key responsibilities

Editorial & Owned Channels

- Coordinate and maintain TGEU's editorial planning across owned channels, ensuring consistency, prioritisation, and timely delivery of content.
- Contribute to the ongoing development and application of the Editorial Strategy and Style Guide together with the Communications Team Lead
- Manage the owned channel publication calendar and coordinate day-to-day workflow
- Ensure coherence, accessibility, and strategic alignment across all published content.
- Provide editorial guidance and quality review for communications outputs produced by the Communications Officer and other contributors with delegated approval responsibilities as agreed with the Communications Manager.

Content Development & Coordination

- Take a hands-on approach to planning, producing, editing, and publishing content, as well as analysing performance, across websites, social media, and newsletters
- Actively involve TGEU member organisations, partners, and wider trans and intersectional ally communities in content creation, ensuring that editorial output is community-driven and representative.
- Manage end-to-end production workflows, including coordination of proofreading, translations, design collaboration, and publication processes.
- Support the development and maintenance of templates and infographics in collaboration with designers
- Coordinate the production, publication, and promotion of TGEU publications, including reports, guidelines, toolkits, and statements, ensuring alignment with editorial standards and organisational objectives.

Campaigns

- Deliver and coordinate smaller-scale and recurring campaigns as part of ongoing editorial work
- Support the Communications Team Lead in the development and execution of flagship, organisation-wide campaigns.

Analytics & Reporting

- Monitor and report on owned channel performance through regular analytics reporting.
- Grow audiences and engagement across owned channels through meaningful content and ongoing performance analysis.
- Evaluate communications impact and effectiveness for specific campaigns and owned channels.

Process & Accessibility

- Support continuous improvement of accessibility standards across TGEU's communications.
- Develop and refine internal communications request and coordination processes for owned channels
- Support the Communications Team Lead with other communications coordination and content production tasks as required
- Act as operational deputy to the Communications Team Lead in their absence, ensuring continuity of day-to-day communications delivery and prioritisation.

Person Specification

- 3–5 years' experience in a similar communications, digital content, or social media role

- Strong editorial and writing skills with the ability to translate complex topics, particularly from a legal and policy context, into clear, accessible communications
- Strong ability to plan, write, and produce engaging digital content across social media, websites, and newsletters
- Hands-on experience managing social media channels and creating content using tools such as Canva, Veed, or similar platforms
- Proven project management skills with the ability to coordinate content workflows, manage deadlines, and prioritise multiple outputs
- Experience delivering and supporting digital campaigns in fast-paced environments
- Good understanding of social media platforms, audience engagement, and content performance
- Ability to use analytics to improve content reach and effectiveness
- Experience coordinating production processes including writing, editing, proofreading, and collaboration with designers or external contributors
- Experience working in multilingual environments is an advantage (C2 English required; Russian speaker desirable; other languages a plus)
- Strong organisational skills and ability to work independently across multiple priorities
- Comfortable working with sensitive, political, or complex subject matter
- Commitment to accessible, ethical, and inclusive communications
- Commitment to TGEU values and indisputable work ethics.

TGEU is an equal opportunities employer, striving to avoid discrimination and increase representation and expertise from under-represented groups in the team. Therefore, TGEU encourages trans and/or queer people, Black people and people of colour; D/deaf and disabled people, migrants, sex workers, trans women and gender non-conforming people, and people from Eastern Europe and Central Asia and people living with HIV to apply and mention their backgrounds and experiences in their applications. We guarantee that all information will remain confidential.

What we offer

- A 100% (40 hours per week) position for an initial period of 24 months, starting in July 2026. Currently, TGEU is operating a 4-day working week trial and the organisation is closed on Fridays.
- The possibility of working for the European and Central Asian trans movement
- A dedicated team that will allow you to implement your ideas
- Gross salary of 50.595,24 € per year, with 5% increase after one year, at the Senior Officer level
- Holidays, healthcare and pension plan
- Up to 3.000 € of relocation support to Berlin, Germany, if needed

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Accessibility of TGEU’s offices

TGEU’s Berlin office is partially accessible for wheelchair users, with mostly step-free access, elevators, wide corridors, and accessible toilets throughout the building, but not in the TGEU office itself, some doors are heavy and not motor-assisted

Application procedure

To apply, please download and complete the application pack by 15 June, 08:00 CEST.

Anonymised CVs are welcome, but please do not send degrees or diplomas. Top candidates may be asked to complete a pre-interview exercise. Only complete application packs will be considered. Any questions about the position should be directed to jobs@tgeu.org with ‘Senior Communications Officer’ in the subject line.

Approaching a member of TGEU staff about this vacancy might lead to an automatic disqualification of the applicant.

Timeline

2 June, 2026: Launch of the call

15 June, 08:00 CEST: Deadline for receiving applications

22 June: Notification to shortlisted candidates for interviews

29 June to 1 July: Interviews

10 July: Decision communicated to all applicants

July 2026: Start of position

We guarantee that all information will be held confidentially.

Please send your application before 15 June 2026, 8am Central European Summer Time.

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