

VOLUNTEERING DESCRIPTION

Communications
August 2025



Basic information

JOB TITLE	Communications Volunteer – Annual Report
DEPARTMENT	Communications Unit
CATEGORY	Volunteer
REPORTS TO	Communications Manager
BASED ON	Club de Madrid Secretariat in Madrid, Spain / Working remotely to be considered
OFFICE SPACE	Access to computer and office facilities provided
LENGTH	3 to 4 months (flexible)
PERIOD	Starting from 15 September 2025 (flexible)

Organizational Context

[Club de Madrid](#) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their unique leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts with the hands-on governance expertise of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This alliance stimulates dialogue, builds bridges and engages in advocacy efforts to strengthen public policy and effective leadership through policy recommendations that tackle challenges such as, inclusion, sustainable development and peace at the national and multilateral level.

Objectives

The Communications Volunteer – Annual Report will support the production of Club de Madrid's Annual Report 2023. Under the supervision of the Communications Manager and in close coordination with the Communications Officer, the volunteer will be responsible for drafting, structuring and formatting the full narrative report based on existing internal documentation and past editions of the publication.

The selected candidate will gain insight into the communications and institutional reporting processes of an international non-profit organisation. They will work closely with the Communications Unit and other departments to ensure the Annual Report accurately reflects the organisation's activities and achievements, in line with Club de Madrid's editorial style, tone and purpose.

Main Functions

- Review previous Annual Reports published by Club de Madrid (available at <https://clubmadrid.org/impact/publications/>);

- Analyse and organise the departmental inputs and internal narratives summarising Club de Madrid's activities in 2023 (this input will be provided);
- Draft and edit the content of the Annual Report 2023, ensuring clarity, coherence, consistency and alignment with the tone, format and structure of previous editions;
- Collaborate with the Communications Unit to define a logical structure and editorial vision for the report;
- Provide clear editorial and visual indications for the design of the report, including placement of images, cover suggestions, layout notes and other instructions for the external designer (the volunteer will not be responsible for executing the design);
- Ensure adherence to Club de Madrid's editorial guidelines and visual identity;
- Propose and draft introductory texts, summaries or highlights sections when needed;
- Participate in revision cycles and incorporate feedback from different departments;
- Perform other tasks related to the production and finalisation of the Annual Report, as required by the Communications Unit.

Competencies

- Excellent writing and editing skills in English, with a strong command of narrative structure and tone;
- Attention to detail and capacity to work with long documents;
- Ability to synthesise information and identify key messages;
- Strong organisational skills and ability to meet deadlines;
- Professional integrity and commitment to democratic values;
- Ability to work collaboratively in a multicultural team;
- Familiarity with institutional or nonprofit publications is an asset;
- Willingness to explore and use AI tools to support writing and structuring tasks.

Qualifications

- At least two years of undergraduate studies completed in related fields. Postgraduate studies will be an asset;
- Demonstrated experience in writing reports, editorial work, or institutional publications;
- Familiarity with international organisations and interest in democracy and global governance;
- Proficiency in English (native or near-native level). Spanish will be considered an asset;
- Knowledge of formatting and layout tools (e.g. Word, Canva, InDesign) will be valued, not for direct design purposes, but to inform and guide the visual development of the report by external designers.

Interested applicants should submit their CV and a brief statement of purpose explaining their suitability for the position via <https://clubmadrid.org/club-de-madrid/career/> by Sunday, 31 August 2025, at 23:59 (Madrid time).

Only shortlisted candidates will be contacted. Please note that this is an unpaid volunteer position. For further information, contact sdeagustin@clubmadrid.org