BEUC, the European Consumer Organisation, is looking for a new Head of Communication. The appointee will report to the Director General and to the Deputy Director General.

Role:

The role of the Head of Communication is to drive BEUC’s internal and external communications, campaigns and event programme. The position implies developing and executing BEUC’s communication strategy, providing management and team leaders with advice about communication messages and actions and maintaining the network of our national members’ communication experts. He/she ensures that BEUC’s communication outreach takes developments and relevant trends in the sector into account, manages the communication department by giving directions, advice and support to team members and guarantees that BEUC’s communication tools are performant.

The tasks of the position will include:

- Leading and supervising a team of Communication officers and streamlining their work and outputs;
- Devising and implementing BEUC Communication (including social media) strategies;
- For some of our priority topics (depending on background), take responsibility for daily communication work, such as drafting press releases, pitching news stories and responding to journalist requests;
- Coordinating the organisation of events;
- Developing and implementing joint communication activities together with our member organisations;
- Managing the production of publications and other communication materials by coordinating the work of external suppliers;
- Managing the selection and contractual obligations of external suppliers, including its financial aspects;
- Managing the organisation’s communication tools (website, CRM, extranet).
The main qualifications we are looking for are:

- Master’s degree;
- Very good knowledge of the EU institutions and its political decision-making process;
- Minimum of five years of experience in senior communication role;
- First class written and verbal communications skills in English and ideally other EU languages; experience in translating policy positions into non-expert language;
- Ability to closely work with and persuade various internal/external stakeholders;
- Excellent organisational and multi-tasking skills with the ability to manage tight deadlines;
- Strong decision-making and problem-solving skills;
- Ability to motivate team members and support their career and personal development;
- Proven interest in and ability of staying on top of developments and trends in the area of communication and relevant EU policies;
- Track record of development of creative communication tools.

What we offer:

- A multidisciplinary and multicultural working environment within an organisation dedicated to the promotion of the interests of consumers;
- Networking opportunities with numerous stakeholders and decision makers;
- A full-time contract with a competitive package (salary, fringe benefits, extra-legal paid leave, flexi-time).
Applications for these positions should be sent by **28 February 2021** by e-mail to **apply@beuc.eu** with the respective subject line: **Head of Communication**.

The first round of interviews is expected to take place the week of 8 March.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

Your application should include the following documents (with your name as title):

1. **A short motivation letter** (not a summary of your CV)
2. **A detailed curriculum-vitae**
3. In a separate file, **answers to the following questions**:
   - Why would you like to work at BEUC? Briefly explain the main reasons that motivate you to work at BEUC (maximum 150 words).
   - Why should BEUC appoint you? Tell us why you think we should appoint you rather than other candidates (maximum 150 words).
   - Please describe what are in your view the main challenges for EU-based non-profit organisations to roll out a successful communication strategy, particularly in the light of the Covid-19 pandemic (maximum 250 words).

**Any incomplete applications will be disregarded.**

BEUC is an equal-opportunities employer.

**Privacy policy:** The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process, in case other vacancies that could fit their profile open up.