



Communications Manager – Sustainable Energy in the built environment

Join us!

Are you willing to work for a young and dynamic think tank where your personal initiative, creativity and innovation can be put into practice every day?

We work to support Europe's climate change objectives. We analyse which policies really reduce CO₂ emissions, what innovative ideas can accelerate the transformation of the building sector and how governments, stakeholders and civil society can work together to make buildings fit for a sustainable future. Our work concentrates on Europe and its member states, but we are also increasing our activities outside the EU. Yes, we want to save the planet, one brick at a time!

BPIE's team is a multi-national and dynamic group of dedicated individuals who like to collaborate in dynamic project teams, debate and celebrate together, focusing on a results-oriented and analytical work culture in a trustful and open-minded atmosphere. We like coffee (and tea, and beer), cakes for all occasions, escape games and endless chats.

Our competitive salary package includes a variety of employee benefits. BPIE is a non-profit think tank located in Brussels, with additional offices in Bucharest, Warsaw and Berlin, dedicated to improving the energy performance of buildings across Europe. BPIE provides open-source research, analysis, knowledge-sharing and advisory activities to the European Institutions, policy-makers in EU Member States and neighbouring countries, the scientific community as well as private sector stakeholders and the civil society. www.bpie.eu

Are you charmed? Convinced? Send us your applications and come meet us!

BPIE communicates with a broad range of target groups through a variety of channels and outputs. BPIE is looking for a highly motivated, creative and team-player manager for its diverse communication activities, with a focus on expanding BPIE's outreach in Germany. The successful candidate will be a dynamic university graduate with professional experience of at least four years who is able to show a track record of past achievements in a similar role. Based in Berlin, she/he will handle international projects and travel in Europe several times per year. Experience in the field of energy and climate policy and the buildings sector will be an asset.

RESPONSIBILITIES

Reporting to the Senior Communications Manager and to the Executive Director, the roles and responsibilities of the Communications Manager are:

Communications strategy and media outreach

- Support the overall implementation of BPIE's communication strategy
- Strengthening the outreach of BPIE's Germany programme
- Support in managing BPIE's social media accounts both in English and in German



- Engage and maintain good relationships with relevant stakeholders such as policy makers, research institutes and industry, especially at the German level

Project Management

- Manage EU-funded projects communication activities including monitoring and reporting
- Support any communication-related tasks within EU funded projects in which BPIE is involved
- Draft, edit and design articles, publications (policy or research oriented), brochures, newsletters and other print or digital communication material dedicated to large-scale dissemination for BPIE projects, including
 - Horizon2020-funded projects
 - projects under the Germany programme
- Contribute to – and lead if necessary- the preparation of project proposals in English and German
- Ensure smooth relations and processes with BPIE's research team and other partners from the projects
- Organise conferences, seminars and other events
- Ensure effective contact database management
- Perform any other related duties as agreed with the Senior Communications Manager and the Germany Programme Manager

REQUIRED QUALIFICATIONS

- Citizen of an EU country
- A minimum of 4-5 years relevant professional experience
- Ideally, previous experience working on EU-funded projects (IEE, FP7 or Horizon2020), including reporting requirements, submitting project proposals
- Ability to communicate technical issues in a policy relevant manner
- Management skills (including planning and reporting)
- Excellent writing skills and oral communication skills, both in English and German
- Previous experience with events planning
- Web management skills (on different platforms)
- Ability to manage a project independently, but work in a team
- Social media-savvy
- Affinity with the topic and capacity to understand policy and technical aspects related to energy performance of buildings
- Understanding of German energy policy processes, an understanding of EU policy will be an asset.
- Good computer and organisational skills, graphic design skills would be an advantage



PERSONAL SKILLS

- Native German speaker, with full professional proficiency in English or equivalent levels. Any other language will be an asset.
- Ability to work with tight deadlines, and manage contributions to several projects simultaneously
- Willingness to work in a small, multicultural team and to be a pro-active and constructive team player
- Creative thinker and innovative communicator
- Eye for detail
- Ability and willingness to travel, primarily in Europe, at least 2-6 times yearly, including regular trips to Brussels

CONDITIONS

BPIE offers a permanent contract based in Berlin ideally starting in May 2019 under German employment law.

CONTACT

A CV and cover letter in English should be sent to Marine Faber, marine.faber@bpie.eu before February 24, 2019. Applications will be dealt as they come.

Please make sure to include the job title "Communications manager" and your name in the subject line of the email.

The shortlisted candidates will be invited for interviews beginning of March, 2019.

While we will take all received applications into consideration, we regret that we are able only to communicate with those candidates selected for interview. Please, no telephone calls.