



## **Senior Communications Manager/Head of Communication – Sustainable Energy in the built environment**

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

BPIE is an independent think tank based in Brussels. We work to support Europe's climate change objectives. We analyse which policies really reduce CO<sub>2</sub> 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 communicates with a broad range of target groups through a variety of channels and outputs. To support its growth and with a focus on expanding its outreach to new audiences, BPIE is looking for a highly motivated, creative and team-player leading its diverse communication activities.**

**The successful candidate will be a dynamic university graduate with professional experience of at least six years who is able to show a track record of past achievements in a similar role, increasing visibility, impact and communication effectiveness.**

**Based in Brussels, you 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.**

**As Senior Communications Manager you will put your creativity at work ensuring that BPIE is recognised as a leading think tank in our field. This position is a mix of operational, strategic and managerial activities.**

BPIE's team is a multi-national and dynamic group of dedicated individuals who like to collaborate in 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](http://www.bpie.eu)

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



## RESPONSIBILITIES

Reporting to the Executive Director and as a member of the BPIE Management Team, the roles and responsibilities of the Senior Communications Manager are:

### **Communications, policy and media outreach**

- Lead the positioning and increase the visibility of BPIE for a diverse group of target audiences
- Evolve and implement BPIE's communication strategy, for European and national audiences
- Support the development and implementation of outreach strategies targeting decision makers in policy and industry
- Be aware of key EU policy developments in Europe and globally related to BPIE's focus of work
- Develop and revise the communications action plan, team planning and budget
- Lead and supervise the communications team (Communications Assistant and Communications Manager) in line with BPIE's communications strategy and principles
- Maintain good relationships with relevant stakeholders such as policy-makers, research institutes, media and industry and develop new partnerships
- Support the management of BPIE's social media accounts
- Support the preparation of presentations/ reporting to the Board of Directors regarding the communication strategy and activities
- Represent BPIE at selected meetings, workshops, and conferences across Europe

### **Project Management**

- Manage BPIE corporate and EU-funded projects communication activities, including monitoring and reporting
- 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
- Lead and contribute to the preparation of project proposals
- Ensure smooth relations and processes with BPIE's research team and other external project partners
- Organise conferences, seminars and other events
- Ensure effective contact database management

## REQUIRED EXPERIENCE

- 6-8 years relevant professional experience
- Previous experience working on EU-funded projects, including reporting and submitting project proposals
- Excellent understanding of the EU policy environment and its main actors, with a focus on energy and climate change topics



- Ability to communicate technical issues in a policy relevant manner
- Excellent management skills (including planning and reporting)
- Previous experience with events planning and organisation
- Web management, newsletters design skills
- Social media-savvy
- Affinity with BPIE's topics and capacity to understand and communicate policy and technical aspects related to energy performance of buildings
- Good computer and organisational skills

#### PERSONAL QUALIFICATION AND SKILLS

- Master's degree in a relevant field or equivalent professional experience
- Full professional proficiency in English. 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

#### CONDITIONS

BPIE offers a permanent contract based in Brussels ideally starting in November 2019 under Belgian employment law.

#### CONTACT

A CV and cover letter in English should be sent to Marine Faber, [marine.faber@bpie.eu](mailto:marine.faber@bpie.eu) before September 29, 2019. Applications will be considered as they come in.

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

The shortlisted candidates will be invited for interviews from early October 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.**