

EBB Communication and Policy Officer

The European Biodiesel Board (EBB) is a Brussels-based non-profit organization established in January 1997, grouping the major European Union (EU) biodiesel producers. The EBB promotes the use of biodiesel in the EU, and participates in the elaboration of the EU energy, climate change, renewable energies, transport, agriculture policies, as well as any other policies relevant to the biodiesel industry.

We are recruiting a **Communication and Policy Officer** to join our small and dynamic team.

Starting date: Flexible, but ideally as soon as possible.

The EBB represents an industry at the heart of almost all hot-button issues discussed today. From climate change to international trade and energy to agriculture, if there is an issue you've been reading about, there's a good chance we're affected.

Based in Brussels, Belgium, the EBB has a small but dynamic team looking for its newest member: a **Communication and Policy Officer** eager to make an impact and keen to grow in a fast-paced and exciting environment.

As part of our Policy Team, you will be the point person managing the EBB's communication activities. With the support of other team members, you will promote our policy messages, develop communication strategies, and spearhead our media campaigns.

Another crucial part of your role will be managing specific policy files. The files will vary, as may the field. Still, regardless of the specifics, your responsibilities will include interacting with a wide range of stakeholders and decision-making institutions. Keeping the EBB and its members abreast of each development, you will develop policy positions, working to define and promote EBB positions. Working under the immediate supervision of our Public Affairs Director, you will be supported in all your work. You will, however, be given a lot of autonomy and need drive, creativity, and flexibility as you take initiative to get things done.

This job offers you the chance to grow as you gain expertise that would be hard to get elsewhere in the same amount of time.

If you've read the above, and think you'll be a good fit, keep reading for more information on your role and its requirements.

Main tasks:

- Managing communications campaigns, and our social media and web presences;
- Helping organise internal and external events;
- Leading the drafting and distribution of our monthly newsletters;
- Coordination of other relevant communication activities;
- Under the supervision of our Public Affairs Director, responsibility for specific policy and legislative issues of relevance to the EBB, including:
 - Supporting the preparation of the EBB EU Affairs Working Group meetings;
 - Liaising with the European Parliament, Council and Commission;
 - Preparing briefings, notes, and position papers.

Specific requirements:

- A Master's Degree;
- A minimum of 2-3 years of experience in European Affairs, with a solid understanding of EU institutions and decision-making processes;
- Creativity, attention to detail, and the ability to take initiative and flourish in a fast-paced and dynamic environment;
- Fluent spoken and written English (other EU languages an asset);
- Excellent writing and proof-reading skills, and the ability to present complex technical matters simply;
- Excellent interpersonal and organisational skills;
- A passion for communicating, including eagerness to use and familiarity with standard communications software;
- Flexibility, and the ability to work well both individually, and as part of a team;
- Previous experience in transport, fuels or bioenergy related industries is desirable.

Conditions:

- Permanent employment contract under Belgian law;
- Salary + benefits commensurate to experience;
- 20-day holidays, Belgium bank holidays + 10 days (recuperation)
- Flexible working hours;
- Opportunities for travel outside Belgium when required.

Interested? Candidates should send their application in English, consisting of a motivation letter, curriculum vitae, and salary expectations – annual gross, by email to jobs@ebb-eu.org, stating the job title "**Communication and Policy Officer**" in the Subject line.

Before you apply: We'll only use the information you provide to process your application. By emailing us your CV and covering letter, you are permitting EBB to use the information you have provided for recruitment purposes.

Deadline for applications: 18:00 CEST, 9 September 2022.

Applications will be considered on a rolling basis

Please note only shortlisted candidates will be contacted.