European Transport Safety Council

POST OF COMMUNICATIONS OFFICER

The **European Transport Safety Council (ETSC)**, an international non-governmental organisation providing a European focus for the identification and promotion of measures aimed at reducing the frequency and severity of transport crashes, is seeking a highly motivated and pro-active

Communications Officer
(on a 50% basis)

to join its Brussels office. The Communications Officer plays a key role in promoting ETSC's message through effectively communicating positions on safety policies in all modes of transport and providing information to all stakeholders involved in European transport safety decision-making processes. She/he will have an excellent knowledge of the EU decision making process as well as first-rate communication skills combined with the ability to manage complex issues.

Main Responsibilities

Reporting to the Executive Director, the Communications Officer will carry out the following principal duties:

- Assisting the Head of Communications in developing and implementing ETSC's communication strategies;
- Liaising with media and organising media events at a European level;
- Organising ETSC events and conferences;
- Writing and editing newsletters (e.g. Safety Monitor), press releases, as well as reports and fact sheets as needed;
- Managing electronic communications tools (website, database);
- Assisting with the efficient running of the ETSC office; contributing to the development and smooth running of administrative procedures and such other duties as and when required by the Executive Director.
- Liaising with Main Council members, servicing Main Council meetings including the preparation of agenda and papers for meetings, attending meetings, minute taking, and ensuring that matters agreed are followed up by appropriate action;

Profile

Candidates should be able to demonstrate the following:

- Professional experience in communication and the organisation of events;
- Excellent writing skills and an ability to communicate specialist technical knowledge clearly to a non-specialist audience, in particular the media;
- Knowledge of European policy processes;
- Ability to communicate fluently, orally and in writing, in English;

- Fluency in other languages of the south or central and eastern Europe would be an advantage;
- Experience in the preparation of published reports and a proven ability to meet deadlines;
- Effective and pro-active information gathering and information sharing skills, excellent organisational skills, a flexible approach and an ability to plan and prioritise tasks.

Hours
Brussels-based 20 hours per week

Holidays
14 days per year

Salary
Competitive NGO salary according to age and experience

Deadline for application: 7 September 2006. Starting date: 1 October 2006.

For additional information about the European Transport Safety Council: www.etsc.be or tel.: 0032-2-2304106

Please apply by email (information@etsc.be) enclosing a CV and letter of motivation to:

Jörg Beckmann
Executive Director
European Transport Safety Council
Rue du Cornet 22
B-1040 Brussels
Belgium