European Transport Safety Council

COMMUNICATIONS OFFICER

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.

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

Specific Duties

- Assisting the Policy Director in developing and implementing ETSC's communication strategies;
- Liaising with media and organising media events at a European level;
- Overseeing the organisation of ETSC events and conferences;
- Writing and editing the newsletter articles, and Press Releases, as well as reports and fact sheets as needed;
- Taking care of the layout of ETSC publications;
- Managing electronic communications tools (website, database) and social media presence;

General Duties

- 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;
- Attending and assisting in the organisation of meetings of the ETSC Main Council, including the preparation of agenda and papers for meetings, attending meetings and taking minutes.

Candidate profile

The successful candidate should be able to demonstrate the following:

- Native-level command of the English language, both written and oral;

European Transport Safety Council

- Minimum one year of experience in a communications position. The nature of the duties should include: writing and editing articles, uploading and editing website content (basic html coding would be a plus);

- Excellent knowledge of Microsoft Excel, ability to manage data and build graphs as appropriate;

- Knowledge of graphic design software (previous experience with Adobe Indesign would be a plus);

- A high level of computer literacy;

- Effective information gathering skills, good organisational skills, a flexible approach and the ability to plan and prioritise tasks;

- Ability to work in an intensive and fast-paced work environment; ability to integrate a team quickly;

- Self-motivated and able to work independently, collaboratively with minimum supervision;

- Interest in road safety, from an NGO perspective;

- Availability to travel

Contract

- A one-year contract with the possibility of renewal, starting immediately;

- Brussels-based, 37½ hours per week;

- NGO salary, according to age and experience.

Please apply by no later than the **13th of October 2013** by sending an email enclosing a CV and cover letter, **including salary expectations**, to:

Mr. Antonio Avenoso
Executive Director
European Transport Safety Council
Email: recruitment@etsc.eu

Please include "Communications officer + your name" in the subject line of the email.

Please note that only shortlisted applicants will be contacted for interview. Please do not call the office.