



Senior Communications Manager

Job description 2022

BPIE is hiring a Senior Communications Manager!

As a prominent think tank based in Brussels and Berlin, we are leading the conversation on buildings and climate, making the case for ambitious, human-centric policies that will bring the built environment in line with global and European climate objectives. This is a unique opportunity to work for a values-driven employer with a stellar reputation in Brussels and globally, who works (and plays!) hard, and encourages creativity and diversity in our team. If you are an experienced strategic communications professional with a passion for fighting climate change and want to use your skills to make a meaningful impact, read on to see if we're a good fit.

THE MOST IMPORTANT AREAS WE'LL TRUST YOU WITH:

Strategic communications

- Actively contribute to evolving BPIE's organisational communication strategy
- Develop and implement long and short-term focused strategic communications plans targeting decision makers in policy and industry
- Stay abreast of key policy developments in Europe and globally related to BPIE's focus of work
- Evolve BPIE's thought leadership and strengthen the narrative on buildings' efficiency and whole-life carbon towards media, policymakers, industry and advocacy communities
- Build and maintain strong relationships with media and industry and develop new partnerships
- Support the management of BPIE's social media accounts
- Represent BPIE at selected meetings and workshops

Project Communication and Management

- Manage BPIE project communication activities from a diverse range of income sources (ie: EU LIFE, H2020, philanthropic organisations), including budgeting, 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
- Manage relationships with a number of external providers (graphic designers, proofreaders), and lead editorial process for BPIE publications ensuring high quality standards and attention to detail



- Organise memorable events that get people talking with each other, webinars that people actually want to join (and participate in!), press conferences that give journalists the best story they didn't know they needed to write about, and other seminars and events
- Lead and contribute to the preparation of project proposals
- Ensure smooth relations and processes with BPIE's research team and other external project partners
- Support and train junior colleagues as needed

REQUIRED SKILLS AND EXPERIENCE:

- Master's degree or equivalent in relevant field such as Political Science, History, Communications, or Journalism
- Minimum 5-8 years' experience in a similar communications role
- Experience managing communications and stakeholder engagement in a range of projects with diverse funding sources (Previous experience leading work packages in EU H2020 is a strong advantage).
- Strong skills with Microsoft Suite (Word, PowerPoint, Excel), CMS such as Wordpress, Canva, CRM platforms such as HubSpot welcome.
- Native level English, fluency in other EU languages a strong asset, particularly German.

ATTRIBUTES YOU BRING TO THE TABLE:

- Self-starter, independent, with a can-do attitude
- Critical thinker with a passion for strategic communications
- Stellar writing skills: creative copywriting, press releases that pop, clickable emails
- Strong eye for detail and commitment to excellence
- Excellent time management skills: ability to juggle multiple tasks and projects and manage deadlines; flexibility to adapt and reprioritise in a fast-paced environment
- Social media and digital savvy
- Creativity and fearlessness to try new things
- Motivation to contribute to BPIE's mission and organisational growth
- Honesty, integrity, good sense of humour and team spirit

WHAT WE OFFER:

- A permanent full-time contract
- A challenging role in a leading think tank recognised in Brussels and internationally, working on one of the most pressing topics of our time – climate change, and specifically the decarbonisation of buildings



- The chance to work with a diverse range of stakeholders from across the buildings value chain, to learn and gain technical expertise in this field
- A structured work environment with the freedom and flexibility to be creative and push the boundaries of how a think tank can effectively leverage its political communication while maintaining its integrity
- Access to training and continued professional growth
- Flexible working conditions (i.e. homeworking and remote working in addition to regular office presence)
- A supportive work environment with highly gifted teammates who are committed to fighting climate change and having fun in the process.

The application process will close on November 30th, and job interviews will be held on a rolling basis, so early application is strongly advised. The ideal candidate will start in early Q1 2023. The candidate will work from our Brussels office.

To apply, please send your CV, letter of motivation (no more than 1 page) to annesophie.nollet@bpie.eu, and include 2-3 writing samples.