



European Union Network for the Implementation
and Enforcement of Environmental Law

Assignment Advert

Communications Officer

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 55 members from 36 countries and its working language is English.

The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

Clear and coherent communications are critical in ensuring networks of authorities and people across Europe, like IMPEL, works effectively and efficiently. IMPEL is a growing network and requires dedicated support from a Communications Officer who can articulate and execute a Communications Strategy.

Supporting IMPEL's programmes as well as the network as a whole, the Communications Officer should be able to keep sight of IMPEL's core strategic objectives as well as manage day to day operational issues as and when they arise. Maintaining IMPEL's reputation as a leader amongst environmental enforcement networks is a must, so the Communications Officer should have an awareness of brand management, corporate identity and reputational management too.

With first rate communication and organisational skills, the Communications Officer should be able to manage competing demands, have a close eye for detail, be efficient and responsive.

The Communications Officer will work closely with other members of the Secretariat as well as project managers and senior decision makers such as the IMPEL Board and General Assembly. Therefore the Communications Officer must be able to work with a wide range of people, understand what they want and then articulate messages accordingly.

Conditions

This full time position is temporary, commencing ideally on or before the 01 May 2019 until the 31 December 2020. Range €35-45,000 pa gross, dependent on experience. The successful applicant will operate remotely from their own place of work liaising with the other members of the Secretariat on a daily basis. For more information on the position please contact: Michael Nicholson, Secretariat Manager, Tel: 0044 (0) 2032897442, michael.nicholson@impel.eu ¹¹_{SEP}

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to Michael Nicholson by the **22 March 2019**. Shortlisted applicants will be informed by the 29 March 2019. Face to face or Skype interviews with those shortlisted will be conducted in the week commencing 08 April 2019. Unfortunately due to the volume of applications received we are not able to respond to all unsuccessful applications.



Role specification

Communications Officer

Responsibilities

As Communications Officer, you will be responsible for articulating and executing a Communications Strategy. You will be responsible for both internal and external communications, both at the network wide level but also for programmes and where necessary, individual projects. Specifically, you will have the key tasks of:

- 1) Developing an internal and external communications strategy
- 2) Managing and developing where necessary IMPEL's communications tools such as our website, internal communication and project management platform (called: 'Basecamp'), as well as social media channels
- 3) Maintain and develop IMPEL's brand and reputation
- 4) Improve IMPEL's internal communications flow
- 5) Lead a team of part time volunteers interested in supporting communications work in IMPEL
- 6) Support the network in its external communications by engaging with key partners to promote what we do and how we do it.

Requirements & Skills

- 1) At least 5 years of experience in a communications team
- 2) Experience of working internationally (Working with IMPEL, other European / International networks and/or the European Commission is a strong advantage)
- 3) A demonstrable ability to articulate a clear, overall communications strategy (both for internal and external clients)
- 4) Ability to manage competing demands to ensure tasks are completed on time and to a high standard
- 5) A thorough knowledge of social media platforms and experience of maintaining websites (e.g. Wordpress)
- 6) At least 5 years of experience of leading a team and motivating others to achieve objectives
- 7) Ability to work independently & prioritise own workload
- 8) Excellent communication and presentation skills, including first rate level of English, written and oral
- 9) Experience in guiding the development of innovative audio and visual materials
- 10) Excellent organisational skills & attention to detail.

Desirable

- 1) Written and spoken knowledge of additional EU official language(s) is an advantage
- 2) Availability for missions abroad when required
- 3) University degree and a minimum of 2 years of applied experience in the field of implementation of environmental law.