

Communications & Policy Officer

Maternity Cover

Intergraf, the European trade association representing the graphical sector, is recruiting for a Communications & Policy Officer (Maternity Cover) to join our European Affairs team for a period of 6.5 months from December 2021 until mid-June 2022.

Intergraf's membership consists of 20 national printing federations from 19 countries, plus 5 associate members from 4 countries. Our main task is to promote and protect the interests of the printing industry by working with EU institutions and other related organisations.

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| Job title | <i>Communications & Policy Officer (Maternity Cover)</i> |
| Reports to | <i>Secretary General</i> |
| Contract | <i>Full time contract for 6.5 months (December 2021 until mid-June 2022)</i> |

Job purpose

The primary purpose of this role (80%) is to ensure excellent communication with members, press, and other stakeholders. A key facet of the position is the production of all kinds of communications (visual and written) to ensure a consistent flow of information to Intergraf's network via a range of communications channels.

The successful candidate will take full responsibility for all communications relating to Intergraf's General Assembly and accompanying Print Matters for the Future conference (due to take place in Stockholm in May 2021). They will also be responsible for producing Intergraf's annual Activity Report – both the design and the content (in collaboration with other staff members).

The second field of responsibility (20%) is EU employment and social policy (including social dialogue), as well as EU policy areas relating to the image of print (e.g. inclusion; consumers; digital transition).

Experience and knowledge

- (Required) Experience in communications management – preferably for a membership association
- (Required) Experience working in an international environment
- (Required) An interest in and understanding of the European Union and EU policymaking
- (Desirable) Knowledge of social dialogue, EU employment and social policy, or EU legislation relating to inclusion, consumers, or the digital transition
- (Desirable) Experience working on European campaigns

Skills and qualifications

- (Required) Very strong written and verbal English skills (native level), with an ability to explain sometimes complex technical issues in simple language
- (Required) Experience writing and designing engaging communications
- (Required) Experience using graphical tools (e.g. Adobe CC – particularly InDesign)
- (Required) Organised, able to meet deadlines, self-driven, and able to autonomously manage multiple tasks as well as work in a team
- (Required) Good administrative skills (including use of Microsoft Office)
- (Required) Enthusiastic, flexible, and creative
- (Required) Good interpersonal skills
- (Required) Educated to degree level (e.g. in communications, political science, or European affairs)
- (Desirable) Experience managing websites (e.g. Joomla; WordPress)
- (Desirable) Experience managing social media (e.g. LinkedIn; Twitter) and confidence online
- (Desirable) Knowledge of other languages (besides English, the working language)

What we offer

- Full-time position for 6.5 months with travel opportunities (covid-allowing)
- Challenging role with diverse responsibilities
- Supportive and international team
- Competitive salary, plus additional benefits

How to apply

To apply, please send a cover letter stating how you fit the job profile (1 page maximum), accompanied by your CV (2 pages maximum), and an example of a communication that you have written and/or designed. Please also include your availability (start/end dates) and salary expectations.

Send your application by email to Beatrice Klose at office@intergraf.eu, or by post to Intergraf, Avenue Louise 130A, 1050 Brussels, mentioning “Communications & Policy Officer (Maternity Cover)” in the subject line.

The deadline for applications is 29 October 2021. However, we invite interested candidates to send their applications as soon as possible – interviews will be conducted on a rolling basis.

We regret that due to the large number of applications we expect to receive, only shortlisted candidates will be contacted. Thank you for your understanding.

For more information about Intergraf visit www.intergraf.eu.