



# Communications Manager

**Deadline: 30 April 2023**

## The role

We are looking for an experienced and enthusiastic Communications Manager to **drive our public communications with a focus on sustainability topics, and create impact** through innovative communications strategies, deployed at international level.

As part of the ECOS Communications and Membership Department, you will report directly to the Communications Director. Your key challenge will be to translate our love of technical environmental policies and processes into clear and engaging narratives, to grow our impacts in the field of building decarbonisation and environmental transparency (e.g. green claims, environmental finance, corporate reporting). Together, we will bring forward solutions to environmental challenges by having a positive impact on the political and technical decisions made.

## About ECOS

ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. ECOS is headquartered in Brussels and has an exceptional team of 32+ staff supported by a network of over 60 technical experts and 57 member organisations.

## Your main tasks will include:

- **Drive our public communications** with a focus on topics related to buildings & industry transformation, and environmental transparency, as well as standardisation policy, ensuring the overall strategy is translated into communications initiatives that support the narrative and objectives;
- **Design and implement impactful communications strategies and content**, including reports, press releases, blogs, opinion pieces, and more, making use of innovative approaches to digital and offline communications to disseminate our messages towards global partners;
- Lead on the shaping and implementation of digital communication, improving ECOS digital channels and digital tactics;
- **Ensure editing, quality control and design** of internal and external publications;
- **Coordinate ECOS engagement** in the communication activities within our collaborative multi-stakeholder actions;
- Contribute to the shaping and implementation of the **ECOS Communications Strategy and narrative building**;
- **Contribute your expertise** to a number of ECOS-led initiatives involving members and partners;
- Lead, guide and organise **ECOS events**, both physical and online;
- Manage the communications **budgets**.



### Skills and experience required:

#### Essential:

- Substantial work experience in a similar role, preferably in an NGO environment;
- Proven experience and success in shaping and implementing impactful communications strategies;
- Excellent written and spoken English, with very good editing and proof-reading skills (**a must**);
- Excellent communication, facilitation and presentation skills, and ability to transform complex technical issues into engaging calls for action;
- Good project and budget management;
- Experience with Google Analytics, SEO, SEM, Google Ads, WordPress and CMS;
- Strong time and priority management, high level of independence and can-do mentality, good team-player with a passion for excellence;
- Personal commitment to environmental values;
- A high level of cultural awareness and excellent interpersonal skills.

#### Desirable

- Experience in events management;
- Knowledge of environmental policy and standardisation.

#### What we offer:

- An open-ended Belgian contract with a competitive salary package €3600– €4600 paid 13,92 times per year, according to the ECOS salary scale. Actual salary will be determined depending on skills and relevant experience of the candidate
- A generous benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, public transport, eco-cheques etc.) additional holidays and a commitment to employee wellbeing
- A flexible, hybrid, dynamic, and very pleasant international working environment
- Being part of a dedicated team whose common goal it is to protect the environment
- A commitment to an inclusive and empowering approach to shaping your role and addressing environmental challenges

#### How to apply

Applicants should send a **CV, cover letter and a 1-page writing sample** (all in English) by no later than **30 April 2023** to: [careers@ecostandard.org](mailto:careers@ecostandard.org), with the subject line **"Communications Manager: your name"**. The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.

*We are an equal opportunity employer, placing great value in diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.*