



## Senior Event Consultant

**Deadline for applications:** 19 January 2022

**Location:** Brussels

**Experience:** 5 years

**Hours:** Full time

### About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels. We are specialised in advocacy, political and regulatory risk assessment, public funding and strategic communications. We have an in-depth expertise in energy, environment, climate and mobility.

We analyse the political landscape and how it relates to our clients' business objectives to ensure they meet with key influencers, participate in formal consultations, and are involved in specific platforms where they can raise awareness on their position.

We are a multinational and multilingual team of consultants coming from different backgrounds, sectors, and disciplines. We are committed to offering our clients fresh strategic thinking and excellent networks.

### Position Summary

As a full-time Senior Event Consultant within CLERENS, your main responsibilities will include:

- Liaise with clients, being their contact point for event organisation and management
- Planning and executing different size events from a logistical and communications standpoint
- Conducting research and creating reports, presentations, and other communications material
- Manage, design, edit and print processes for publications
- Manage and update clients' website, social media, databases, and mailing lists
- Cultivate and manage media relationships to ensure coverage for the events
- Proactively identify new opportunities for CLERENS
- Perform administrative tasks as needed

### Requirements and competencies:

- A minimum of 5 years of previous relevant event management experience in a consultancy, EU association or similar in the field of environment and energy or mobility
- Previous experience in managing a team
- Understanding of EU advocacy and lobbying procedures
- Fluency in English, any additional European languages are an asset
- Set priorities, develop work schedules, monitor progress towards goals and track actions
- Be self-driven and organised and able to positively influence others to achieve results
- Good presentation skills
- MS Office proficient (Excel, Word and PowerPoint); proficiency with other software (database management, Wordpress, Canva, the Adobe programmes...) and social media
- University or advanced degree
- Availability to travel occasionally within Europe

### We offer:

- A stimulating and dynamic international environment
- Opportunities to develop skills and understanding of the fast-moving energy sector
- A remuneration package suited to your experience
- Hospitalisation insurance and meal vouchers

Due to the expected high number of applications, only short-listed candidates will be contacted for interviews. Please send your CV and a motivation letter to Ms Özge Akman ([o.akman@clerens.eu](mailto:o.akman@clerens.eu)), indicating "CLERENS Senior Event Consultant" in the subject line.