



Communications Consultant

Deadline for applications: 22.09.2023

Location: Brussels

Experience: 3-5 years

Hours: Full time

Starting time: As soon as possible

CLERENS is looking for a full-time Communications Consultant with **at least 3 years of proven experience** in the management of communications.

The Consultant will join CLERENS Communications and Events department, responding directly to the Communications Manager.

Position Summary

As a communication consultant at CLERENS, you are responsible for the **management, planning, and delivery of communications activities.**

Main responsibilities

- **Develop and execute communication and dissemination strategies to meet clients' goals, including:**
 - Drafting communications strategies, articles, reports, presentations, and other communications material;
 - Designing, editing and overseeing the publication of printed material;
 - Managing and updating clients' websites, social media, databases, and mailing lists;
 - Liaising with the media and external stakeholders to ensure coverage of clients' activities.

- **Liaise with partners, being their contact point for communication activities, including:**
 - Managing project's timelines, deliverables, and budgets;
 - Organising and chairing meetings, calls, and small events from a logistical and communications standpoint.
- **Managing and coaching junior staff;**
- Proactively identify new opportunities for CLERENS;
- Perform administrative tasks as needed.

Requirements and Competencies:

- 3-5 years of proven experience working in a consultancy, EU association or similar in the field of environment and energy or mobility;
- Extensive knowledge and prior use of MS Office, SharePoint, Mailchimp, WordPress, the Adobe package, Teams, Zoom and social media;
- Good presentation skills;

- Ability to manage multiple parallel projects while respecting strict deadlines, Flexibility and initiative when confronted with dynamically shifting priorities
- Be self-driven and organised and able to positively influence others to achieve results;
- Understanding of EU advocacy and lobbying procedures;

- Fluency in English, any additional European languages are an asset;
- University or advanced degree;
- Availability to travel occasionally within Europe.

We Offer:

- A permanent contract;
- A remuneration package suited to your experience, hospitalisation insurance and meal voucher;
- Possibility to work from home in Belgium 2 days a week;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving energy sector.

Application PROCESS

Thank you for considering joining our team. To apply for this position:

- Please send your **CV and a 1-page motivation letter** to Ms Nathalie KOK at jobs@clerens.eu, indicating "CLERENS Communications Consultant" in the subject line.
- **LONGER OR INCOMPLETE APPLICATIONS MIGHT NOT BE TAKEN IN CONSIDERATION.**

Due to the expected high number of applications, only short-listed candidates will be contacted for interviews. Be aware that applications are reviewed continuously upon arrival. Therefore, **application as soon as possible is advisable.**



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.