

*EuroCommerce is a leading European business federation and the principal voice for retail and wholesale in Brussels ([www.eurocommerce.eu](http://www.eurocommerce.eu)). We are a dynamic team of 20+ policy and advocacy professionals working on a fascinating and diverse set of issues and projects for retailers and wholesalers. We strongly value teamwork in an international and motivating environment. We are currently looking for a*

## Head/Director Communications

The Head/Director, Communications develops and executes the EuroCommerce communications strategy and plans, in close collaboration with the Director-General, internal and external activities, including strategic communications, media relations, internal communications, in line with the business objectives of the organisation.

The Head/Director of Communication reports to the Director-General and is the line manager of the assistant manager for communications. He/she works in close collaboration with the Advocacy and Policy teams and members.

### *Your responsibilities*

- develop and execute the internal and external Communications and engagement strategy for the organisation
- lead a network of members' Communications representatives and oversee the editorial calendar;
- lead and execute the media strategy defined by the organisation in collaboration with the Director General, advocacy and policy teams and in close collaboration with the Communicators network;
- identify impactful and innovative ways to engage members and stakeholders, and execute these;
- work closely with the Director General, the advocacy and policy teams to ensure effective and integrated outreach;
- identify emerging issues facing retail and wholesale, translate these into internal and external communications opportunities; develop and execute plans to support these; further develop partnerships with external organisations;
- provide support and guidance within the organisation to ensure key messages are communicated in a consistent, engaging and impactful manner;
- lead content generation (including online);
- oversee internal communication, including newsletters and other internal communication tools.

### *Your profile*

- 8 to 10 years of experience in a similar role in communications media and social media relations;
- a passion, deep understanding, and clear vision in communications strategies and their execution;
- excellent speaking, writing and editing skills in English; knowledge of other languages would be an asset;
- a keen interest in and understanding of EU policy issues and processes;
- a keen interest for the dynamics and issues in the retail and wholesale ecosystem;
- understanding of member-based organisations, customer segmentation and tailoring;
- demonstrable organisational skills in a multi-tasking environment; a high level of energy and capability to deliver and adapt swiftly to changing priorities against tight deadlines
- Ability to work autonomously with innovative and strategic ideas, while working in a multinational and multi-client environment; strong interpersonal communication and teamwork skills

### *About EuroCommerce*

EuroCommerce is the principal European organisation representing the retail and wholesale sector. It embraces national associations in 28 countries and 5 million companies, both leading global players

such as Carrefour, Ikea, Metro and Tesco, and many small businesses. Retail and wholesale is the link between producers and consumers. Over a billion times a day, retailers and wholesalers distribute goods and provide an essential service to millions of business and individual customers. The sector generates 1 in 7 jobs, offering a varied career to 26 million Europeans, many of them young people. It also supports millions of further jobs throughout the supply chain, from small local suppliers to international businesses. EuroCommerce is the recognised European social partner for the retail and wholesale sector.

Interested candidates, please write and submit application to Fabienne Bastings [bastings@eurocommerce.eu](mailto:bastings@eurocommerce.eu)