



RECRUITMENT OF A COMMUNICATION MANAGER

Role: Communication Manager

Location: Brussels, based at our head office

Contract period: full-time permanent contract

Reporting to: Secretary General

Salary: to be discussed

In Europe, over 30% of food is wasted amounting to a staggering 88million tonnes every year. Food waste is not only a waste of resources, it has serious consequences for the future of our planet as every year the food we don't eat is responsible for 8-10% of global greenhouse gas emissions. At the same time in Europe 22% of people are at risk of food poverty. The European Food Banks Federation (FEBA) supports a network of 30 national organisations across Europe. We tackle the issues of food insecurity and food waste in Europe and are committed to the achievement of Sustainable Development Goal 2 (Zero Hunger) and 12.3 (halve per capita global food waste at the retail and consumer levels).

FEBA is a membership organisation with members in 30 European countries established more than 35 years ago. It represents its members at European and international level; supports and strengthens Food Banks in Europe by providing training, sharing best practices, and developing partnerships; fosters the creation of new Food Banks in countries where it is needed.

FEBA brings together more than 341 Food Banks which are committed to prevent food waste and reduce food insecurity in Europe. In 2021 our members redistributed 907,280 tonnes of food to 45,810 charitable organisations that assisted 11.8 million most deprived people thanks to the professionalism of 39,781 co-workers (83% volunteers).

For further information about FEBA please visit: www.eurofoodbank.org.

FEBA established its head office in Brussels in 2018 and is going through an exciting period of growth. We are hiring a Communication Manager to support the organisation as we grow and expand. This role will have a particular focus on planning, implementing, and monitoring the communication strategy of the organisation. This is a fantastic opportunity to work in a European multicultural and stimulating environment contributing to making a positive impact on our society.

About this position

The European Food Banks Federation, is looking for a Communication Manager (m/f), reporting to the Secretary General.

1. Responsibilities



The Communication Manager is an important member of our team and will be in charge of several communication channels and have various responsibilities:

- To be the single **point of contact for communication matters**
- To **maintain and grow the relationship with our members**, in particular on communication matters
- To plan, prepare and send **newsletters**
- To manage the editorial calendar and the publications on FEBA **social media accounts**, as well as to monitor the accounts of our members/partners.
- To update the **website** and create additional pages, when necessary
- To offer **communication support for FEBA events** (develop key messages, plan promotion and dissemination, elaborate post-event report, etc.)
- To coordinate the **creation and release of publications** (e.g. reports on events and training sessions, FEBA Annual Report) as well as other communication materials (e.g. video tutorials, infographics, etc.)
- To manage the **relations with the press** (coordinate media inquiries, deliver press releases, proactively identify opportunities, etc.)
- To coordinate the work of the **external communication service providers**.
- To participate to team activities and meetings with a view to select communication materials.

This is not an inclusive of exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of FEBA's work can be accommodated.

2. Skills and experience

- A degree in Communication, Marketing or similar
- + 1 year of experience in communications
- Preferably already based in the Brussels region
- Competency in CMS (WordPress), Mailchimp, social media and other relevant communications tools
- Knowledge of editing programs is an asset (Illustrator, InDesign, Canvas, etc.)
- Impactful and persuasive communication skills
- Structured, very well-organised, hands-on person capable to multi-task
- Capacity to work independently and proactively as well as in a multicultural team and network
- Excellent written and spoken English. Knowledge of additional language(s) is an asset
- Capacity to work under pressure and respect deadlines
- Capacity and interest in working in a non-profit, international, and multicultural environment
- Adherence to the mission of the organisation

3. Our offer

Full-time permanent contract working for a worthy cause in a pleasant atmosphere and in a European environment.

Starting date: as soon as possible

Applications for this position – a CV and a motivation letter – should be sent to info@eurofoodbank.org with the subject line: **“FEBA Communication Manager – Name and Surname”**.