



## RECRUITMENT OF A COMMUNICATION OFFICER

**Role:** Communication Officer

**Location:** Brussels, based at our head office

**Contract period:** full-time permanent contract

**Reporting to:** Secretary General

**Salary:** to be discussed

In the EU, nearly 59 million tonnes of food waste (131 kg/inhabitant) are generated annually with an associated market value estimated at 130 billion euros (Eurostat, 2022). Food waste is not only a waste of resources, it has serious consequences for the future of our planet. At the same time, some 36.2 million people cannot afford a quality meal every second day (Eurostat, 2020).

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 the 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 351 Food Banks which are committed to preventing food waste and reducing 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](http://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 Officer 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 Officer (m/f), reporting to the Secretary General.

#### 1. Responsibilities



The Communication Officer will be in charge of several communication channels and will 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**.

This is not an inclusive or 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
- Experience in Brussels-based organisations or EU institutions is an additional asset
- 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](mailto:info@eurofoodbank.org) with the subject line: **"FEBA Communication Officer – Name and Surname"**.