

Role: Communications & Public Engagement Manager

Location: Based at FEBA's head office in Brussels

Eligibility: All candidates must hold the right to work in Belgium

Contract Type: Full-time (40h/week), 12-month contract, fixed-term contract (CDD)- maternity cover

Reporting to: Chief Executive Officer

Direct Reports: Communications Officer, Events & Communications Trainee

Salary Range: 3,000-4,000 gross/month (depending on experience)

Expected Starting Date: End of June/Early July

Deadline for Applications: Friday, 8 May 2026 (17:00 CET)

Summary

The European Food Banks Federation (FEBA) is dedicated to supporting food banks across 30 European countries in their mission to alleviate hunger and reduce food loss and waste. As a leading NGO in Belgium and Europe, FEBA strives to create partnerships and mobilises resources that empower FEBA Members to deliver impactful results.

This position is a 12-month maternity cover (July 2026 – July 2027). We are looking for a strategic, hands-on communications professional to ensure continuity, lead communications activities, and maintain momentum during this transition period.

The role combines strategic oversight with operational delivery, with a strong focus on events, stakeholder engagement, and external visibility. A structured handover at the start of the contract and a transition period at the end will support effective knowledge transfer.

What we offer

- **Competitive package (€3,000-€4,000/month gross)** based on experience
- **Monthly home working allowance of €150 per month** (for full-time employment, pro rata if part-time)
- **Monthly transport cost allowance of €50 per month** (Brussels-based, pro rata if part-time)
- **Meal vouchers (Monizze) are provided with a face value of €10 for each day worked** (employer contribution is €8.91 per day, employee contribution is €1.09 per day)
- **DKV Hospitalization insurance** (for the employee, the affiliation is paid by the employer, the employee can affiliate his family members for a fee)
- **20 legal holidays per annum** – pro rata to the number of days worked the previous year in Belgium
- **12 additional holidays (RTT) per annum**, each credited per actual month worked
- **Group Pension Plan scheme (Securex)** with a 3% employer's contribution
- **Prime fin d'année** (End of year bonus based on the CP337)

- We offer a **hybrid working arrangement** with up to two days of home working per week. We understand the importance of work-life balance and strive to accommodate our team members' preferences whenever possible.

Responsibilities

1. Strategic Communications & Public Engagement

- Drive the implementation of an integrated communications and public engagement strategy.
- Ensure alignment of messaging with Policy & Advocacy and Fundraising priorities.
- Strengthen FEBA's positioning and external visibility at EU level.
- Identify and develop opportunities for media coverage, partnerships, and thought leadership.

2. Planning, Performance & Resources

- Lead the planning and prioritisation of communications activities across campaigns, events, and institutional initiatives.
- Monitor performance and adjust approaches based on results and organisational needs.
- Oversee budget planning, tracking, and reporting in collaboration with the Finance & Operations team.
- Ensure effective use of resources and alignment with strategic priorities.

3. Internal Coordination & Messaging

- Act as the main communications focal point for internal teams.
- Translate technical and policy content into clear, accessible messaging.
- Ensure consistency of tone, narrative, and branding across the organisation.

4. Events & External Visibility

- Lead the strategic use of events as tools for visibility, stakeholder engagement, and policy influence.
- Oversee event communications, including messaging, branding, and outreach.
- Coordinate closely with internal teams and external partners on planning and delivery.

5. Content, Channels & Engagement Oversight

- Oversee FEBA's digital channels and content direction, ensuring coherence with strategic objectives.
- Guide content production and campaigns led by the Communications Officer
- Support member engagement activities from a communications perspective.

6. Team Management

- Line manage the Communications Officer and Events & Communications Trainee.

- Provide direction on priorities, messaging, and delivery.
- Ensure effective coordination, planning, and execution across the team.

Profile

Education & Experience

- Master's degree in Communications, Public Relations, or a related field.
- ~5-7 years of relevant professional experience in communications, public affairs, or related field.
- Demonstrated experience in coordinating or leading communications functions, ideally in an international or EU-level environment.
- Proven experience in event strategy and delivery, including high-level stakeholder engagement.
- Experience managing or mentoring team members.

Skills & Competencies

- Strong strategic thinking with a strong delivery and execution mindset.
- Excellent writing, editing, and storytelling skills in English (French is an asset).
- Ability to translate complex policy or technical topics into clear, engaging, and human-centred narratives.
- Strong stakeholder management skills, with the ability to engage and influence diverse audiences (including senior-level stakeholders).
- Experience working cross-functionally (e.g. policy, fundraising, partnerships) in a collaborative environment.
- Solid understanding of digital communications, including content strategy and multi-channel campaigns.
- Ability to plan, prioritise, and manage multiple projects in a fast-paced environment.
- High level of autonomy, sound judgement, and problem-solving skills.
- Proactive, adaptable, and solutions-oriented mindset.
- Strong familiarity with digital communications and collaboration tools (including Mailchimp, Canva, Microsoft 365/SharePoint, and Zoom).

Assets (nice to have):

- Experience in advocacy, NGO, or membership-based organisations.
- Media relations experience.
- Exposure to EU institutions or international environments.
- Familiarity with CRM systems (e.g. Salesforce).

Additional Requirements

- Candidates must be entitled to work in Belgium and ideally should be based in Brussels.
- Willingness to occasionally travel abroad.

Diversity and inclusion at FEBA

At FEBA, we are committed to fostering a diverse and inclusive work environment where every team member is valued and empowered. If you are passionate about making a tangible impact on the fight against food insecurity and food waste across Europe, we invite you to apply for this opportunity.

How to Apply

Interested candidates are invited to send their CV (max 2 pages) and cover letter (1 page) in PDF format to recruitment@eurofoodbank.org, with the subject line 'Communications & Public Engagement Manager'.

The application deadline is **Friday, 8 May 2026 (17:00 CET)**

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.