



## British Embassy Brussels

### **Communications and Senior Political Officer British Embassy, Brussels**

A full time position as Communications Manager and Senior Political Officer (LEI) in the British Embassy has become available.

#### **Background**

The British Embassy in Brussels is part of a world-wide network of over 230 posts, representing British political, economic and consular interests overseas. One of the main objectives of an Embassy is to develop a solid understanding of what is important to their host country and what that means for its relations with the UK.

The successful applicant will have a key role to play in ensuring that effective communications support the successful delivery of the UK's objectives in Belgium across the whole of the Embassy's work (political, trade, economic, supporting British nationals in Belgium). You will do this by following and reporting in depth on the Belgian internal political situation and leading on public diplomacy activities that seek to maintain the high profile of the UK in Belgium.

There will be plenty of opportunity for policy input and to take responsibility for key areas of the communications strategy. Playing a key and influential role within the Political and Public Diplomacy Team (PPD), including on Olympics issues, you will also line manage a Public Diplomacy Officer. You will work under the supervision of the Head of the PPD Team and closely with the Ambassador and Deputy Head of Mission. This is a fun and demanding job which requires energy, innovation and cultural sensitivity.

#### **Main Duties and Responsibilities**

The successful candidate will:

- Provide high quality, professional political analysis and reporting of Belgian political developments on the federal, regional and community level;
- Lead on the Embassy's strategic communications activity, seeking to improve delivery of policy and services (particularly in raising the profile of the upcoming 2012 London Olympics in Belgium);
- Manage the PPD team's outreach of communications activities by building up a network of contacts on Belgium outside Government, including developing relationships with think tanks, universities and other academic institutions;
- Develop strong working relationship with individual Embassy teams to provide a joined up approach to policy delivery;

- Handle in a timely manner ad hoc lobbying requests and drafting replies on a range of communication and internal political issues;
- Management of an LEIII Officer which encourages high levels of motivation and performance, providing feedback and coaching to support staff development.

### **Essential Skills**

- Completely fluent English, oral & written- able to draft accurately & concisely at speed;
- Confident communicator in French, including with journalists;
- Ability to work under pressure and have a proven track record of demonstrating initiative and delivering results;
- Excellent oral and written strategic communication skills;
- Proven strategic awareness and planning skills (including self-management);
- Strong interpersonal skills to enable you to make and influence contacts at all levels of Belgian and UK Government/media/civil society;
- Willingness to work additional hours as necessary (time off in lieu is given)

### **Desirable Skills**

- Previous experience of UK government work and policies;
- Knowledge of Belgian political structures and policies;
- A good level of spoken and written Dutch;
- Previous line-management experience;
- Experience in/awareness of working in a diplomatic mission or similar environment.

**This position will be filled on a fixed term contract.**

***Gross monthly salary: €3377.32***

The Embassy is committed to the personal development of staff. Previous employees working on political and public diplomacy issues have gone on to work for a range of institutions, including the European Commission, the Belgian Ministry of Foreign Affairs, the UK Delegation to NATO and the Dutch Embassy in London.

**Applications with a current CV in English should be sent to Recruitment Officer, CSB British Embassy, Avenue d'Auderghem 10, 1040 Brussels ([brussels.recruitment@fco.gov.uk](mailto:brussels.recruitment@fco.gov.uk)) by 5pm on Monday 6 February 2012. Interviews will be held as soon as possible after the closing date with a view to the successful applicant starting work as soon as possible, subject to administrative processes. Applicants must be legally entitled to work in Belgium. Only applicants called for interview will be contacted.**

*The British Missions in Brussels are an equal opportunities employer. Applications are welcome from all suitably qualified applicants regardless of age, race, religion, gender, sexual orientation or physical disability. We aim to reflect the diversity of society.*

You can visit the British Embassy website on [www.ukinbelgium.fco.gov.uk](http://www.ukinbelgium.fco.gov.uk)