

EFET Communication Co-ordinator Vacancy as of June 2021

Who we are

The European Federation of Energy Traders (EFET) promotes competition, transparency and open access in the European energy sector. We build trust in power and gas markets across Europe, so they may underpin a secure, affordable energy supply and enable the transition to a carbon neutral economy. We represent our member companies' interests by working with decision makers to shape the design of markets, by developing standard contracts which make trading simpler and by developing IT standards to make the exchange of transaction data easier. We currently represent more than 120 energy trading companies active in over 30 European countries. For more information: www.efet.org

The position we are filling

We are looking for a public relations and media professional to join the small, friendly team based in our Brussels office, which in turn is part of a secretariat of around fifteen people. We want a person who will make sure our core messages are succinctly captured and effectively delivered. There will be opportunities to engage in many aspects of our work on energy markets and on energy and climate policy at EU level and across the regions and countries of Europe.

This person will be:

- Responsible for all communication activities both written and verbal, reporting to the CEO, the Executive Vice Chair and, indirectly, other members of the senior management team. Activities include:
 - Maintaining an EFET presence in social media
 - Helping keep the EFET website up to date and welcoming
 - Writing press releases, handling media enquiries, organising press conferences
 - Preparing presentations and visual aids
 - Coordinating a published and microsite enabled annual report
 - Setting up EFET roundtables, seminars and focus groups
 - Liaising with external conference organisers about promotion and support
- Working closely with the senior management team and member company representatives to formulate and convey EFET messages about electricity markets, gas markets, carbon markets, renewable and low carbon energy and standardisation
- Devising and building consensus around an EFET communication strategy
- Expected to foster external contacts (e.g. media, other industry associations, event organisers, policy influencers) as well as internal contacts within member companies
- Expected to raise awareness of the many dimensions of the interface between the energy market and carbon neutrality
- Located mainly in the EFET Brussels office, with European travel anticipated after Covid related restrictions are lifted

The person we are looking for

Our preferred candidate will have:

- A degree in journalism, media studies, economics, politics, law, languages or similar
- At least two years' work experience in public affairs, media and/ or public relations
- Complete fluency in English both written and spoken
- Media skills including familiarity with LinkedIn, Twitter and similar networking apps
- IT skills including familiarity with Microsoft Office applications, website management and videoconferencing
- Strength as a communicator, diligence, enthusiasm and demonstrable self-motivation
- A desire to understand the complex but vital wholesale trading function within the broader energy industry
- A willingness to thrive as part of a small team
- Ideally some experience in EU institutions and/ or the energy industry and/ or traded markets
- Ideally a knowledge of German and/ or French and/ or Spanish
- Availability to live and work in Brussels from June 2021 or soon thereafter

What you can expect from us

- A competitive remuneration package according to amount of experience and taking account of a status as independent contractor
- Freedom to shape, and put your stamp on, our communication activities
- Flexibility in the way you work
- The support of a friendly and expert team

How to apply

If you are interested in this post, please send your CV as an attachment, together with a motivation statement as a simple paragraph within your email, at jobapplications@efet.org

Applications will be reviewed until the position is filled.