

Post:	Press Co-Ordinator
Location:	London
Deadline for Application:	30 th August 2013 12:00 UK Time
Start Date:	September 2013
Contractual period:	up to 10 months starting September
Hours:	part-time at approx. 20 per week, preferably with a possibility to increase depending on need (flexibility over how to apportion over the working week)

ECFR (The European Council on Foreign Relations) is a pan-European think tank which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. www.ecfr.eu
ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome, Sofia and Warsaw.

Job profile

The press officer would play a leading role in ECFR's day to day dealings with the media during the absence of the communications director until mid-2014, and would be charged with a number of specific tasks aimed at upgrading ECFR's overall relationship with key European media outlets.

We are looking for someone who brings both the experience and the contacts to take initiative and operate at a senior level.

Main responsibilities:

- To play a leading role in ECFR's day to day dealings with the media, such as responding to press enquiries.
- To revitalise ECFR's relationship with key European media outlets: expanding our database of contacts; identifying key outlets across the continent and building

relationships with key individuals within those outlets; identifying opportunities for op-ed placement.

- To integrate an effective press angle on major ECFR projects, such as the Scorecard or our work on Syria.
- To work with ECFR's national offices to strengthen their relationship with national media outlets.
- To work with ECFR's programmes to enable and assist policy staff to build relationships with key media outlets and journalists relevant to their work.
- To rework how ECFR records its media impact, for fundraising and comparative purposes.
- To lead on placing op-eds by policy staff in key media outlets across Europe and beyond.
- To lead on press releases, press advisories and press strategies for our publications and general work.
- To assist general ECFR communications tasks, including the development of new digital platforms for our work, the editing of op-eds by policy fellows, running and updating the website and social media platforms, and supervising interns.

Person specification:

- Substantial experience within a demanding international media operation
- General knowledge of European media environment, with specific knowledge of one or two specific countries
- Knowledge of modern techniques and technology available to press offices, for instance in impact recording and presentation or databases
- Excellent written English and editing skills
- Ability to work in other major European languages an advantage
- Ability to work with staff from a wide variety of backgrounds, and offices in other countries
- Ability to manage projects, whether working alone or with other members of staff
- Interest in and knowledge of international affairs, European foreign policy, China, Wider Europe, and the Middle East/North Africa region

TO APPLY:

Please send a one page covering letter (with ref: **Press Co-Ordinator** in the subject line) and your CV to: recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the U.K.

PLEASE NOTE:

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted.

ECFR is an equal opportunities employer.

STRICTLY NO AGENCIES