



**Post:** Press Officer

**Location:** London

**Start Date:** March 2014 if possible

---

**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](http://www.ecfr.eu)

ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome, Sofia and Warsaw.

### **Job profile**

ECFR is seeking a dynamic, energetic press officer to redevelop and implement its media strategy. In particular, s/he would develop media strategies and campaigns for ECFR projects, write press releases and media advisories, maintain contacts with print, broadcast and multimedia journalists around Europe and seek to place content by ECFR policy fellows in the European media. We are looking for someone who brings both the experience and the contacts to take initiative and operate at a senior level. It is a permanent position, in principle full-time.

### **Place in the organisation**

The press officer will report to the communications director. [Note: with the communications director on sabbatical leave until September 2014, the research director is acting in that capacity]

### **Main responsibilities:**

- To lead ECFR's day to day dealings with the media, including responding to press enquiries and directing them to other colleagues as necessary.
- To revitalise ECFR's relationship with key European media outlets, expand our database of contacts; identify key outlets across the continent and building relationships with key individuals within those outlets, identify opportunities for op-ed placement.
- To develop media strategies for flagship projects such as the European Foreign Policy Scorecard.
- 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 improve how ECFR records its media impact, for fundraising and comparative purposes.
- To place op-eds by policy staff in key media outlets across Europe and beyond.
- To write 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, handling podcasts, and supervising interns.

**Person specification:**

- Substantial experience within a demanding international media operation.
- General knowledge of European media, 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.
- Willingness to be available at irregular hours, including weekends.

**TO APPLY:**

Please send a one page covering letter (with ref: **Press Officer** in the subject line) and your CV to: [recruitment@ecfr.eu](mailto:recruitment@ecfr.eu). Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the UK.

**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**