Position: News Editor

Reporting to: Director of Communications

Location: London

The European Council on Foreign Relations (ECFR) is a pan-European initiative 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.

ECFR is recruiting a full-time News Editor in its London office.

Job Purpose

The News Editor will work alongside the Director of Communications in implementing ECFR's innovative communications strategy. S/he will be expected to keep the website up to date, commission and edit analytical pieces from policy fellows, contribute occasional posts on Europe's place in the world for ECFR's blog, present and produce audio podcasts, maintain a calendar of relevant events, and take a leading role in ECFR's relationship with journalists and the press. S/he will bring a journalistic sense of the European news agenda to ECFR's work, and help make ECFR relevant to the debate about Europe's place in the world.

Place in the organisation

The News Editor will be based in London and report to the Director of Communications.
S/he will work closely with others in ECFR, including the Director, the policy fellows, the national offices, and the program and advocacy coordinators.
S/he will have line-manager responsibility for communications interns.

Responsibilities

- Work alongside the Director of Communications in editing written pieces by ECFR policy staff members for use on the blog, as web articles, and for external publication, and be able to contribute occasional blog articles relevant to ECFR's work.
- Maintain ECFR's website and help plan and oversee changes and modifications to the site's structure and features.
- Be able to present and produce audio podcasts with internal and external guests in English (the ability to work in other languages would be an advantage).

- Take a lead role in ECFR's relationship with journalists and the press – including organising press coverage for ECFR's reports and activities, placing op-eds by ECFR staff, and helping to build a Europe-wide network of media and new-media contacts.
- Help organise communication within ECFR and with its core audiences and stakeholders.
- Take a lead role in running a news calendar, and use dates from the calendar to structure ECFR's output including as op-eds, blog posts and podcasts.
- Take an active part in ECFR's discussions over its research and advocacy interests in European foreign policy.

Person specification

- Several years experience as a journalist, with associated skills such as the ability to identify what is important in a larger mass of information, a news sense and a flair for communicating.
- Excellent and adaptable writing skills in English.
- Extensive knowledge of European and world affairs.
- The ability to work in other major European languages would be an advantage.
- Facility with computer systems and ability to work with web pages and new technologies.
- Attention to detail, organisational ability and professionalism.
- The ability to work with new technology and take a lead on technologically-based projects.
- Initiative, dynamism and drive.
- Ability to work as part of a team or self sufficient, and manage relationships within a complex multi-office organisation.
- Have a broad understanding of relevant legal issues, including copyright laws and libel.

To apply:

Please send a one page covering letter (with ref: News Editor) in the subject line and your CV to: recruitment@ecfr.eu please restrict your CV to no more than two pages of A4. Please confirm that your eligibility to live and work in the UK.

Closing date for applications is October 9th 2011.

Please note

No phone calls please. Due to the large volume of candidates applying for positions at ECFR we will unfortunately only be able to respond to your application if you have been shortlisted for the role.

Strictly no agencies

ECFR is an equal opportunities employer.