

## Project and Communications Officer

Start date: September 2020, 12-month contract

SolarPower Europe, based in Brussels, is recruiting a **Project and Communications Officer** to manage a new project and communications campaign that aims to raise awareness about the benefits and potential of solar power. As Project and Communications Officer, you will be in charge of developing, executing, and monitoring project and communications plans, overseeing budgets, and liaising and coordinating with stakeholders.

SolarPower Europe is a member-led association representing more than 200 companies and organisations across the solar value chain. Our mission is to ensure more energy is generated from solar than any other energy source by 2030. SolarPower Europe is a leading association in energy and climate policy, named 'Best Overall European Association' at the European Association Awards 2019. We have a great story to tell – from our award-winning market intelligence, to our innovative policy initiatives, we aim to support the energy transition and help facilitate the European Green Deal.

We offer a dynamic working environment at the heart of European affairs that will give you valuable insight into the solar and energy sector. This position is a 12-month contract and an excellent opportunity to enhance project management and communication skills to increase awareness about the vast potential and benefits of solar power.

### Main tasks:

- Develop, execute, and monitor project and communications plan and activities in line with the objectives and KPIs of the project
- Manage timelines for projects and ensure that deadlines are met
- Develop RFP and manage the selected communications agency on specific projects, video, interviews, other communications material
- Coordinate between external comms agency and internal project staff
- Research project topics, including questionnaires
- Internal liaising and coordination with project partners and external liaising with stakeholders
- Manage the communications campaign in collaboration with the SolarPower Europe communications team

### Profile:

- Proven experience with project management and communications with minimum 2 years professional experience
- Project management skills: ability to manage multiple activities to set deadlines, provide high-quality implementation with good results, problem anticipation and solving mindset, budget management, agency management experience is a plus
- Communications skills: proven experience with external communications and communications campaigns, strong experience with video and audio-visual storytelling and social media content planning and production.
- Strong research, written and oral communication skills in English
- Excellent organisational skills, flexibility, responsibility
- Willingness to travel
- Ability to work independently and remotely, as well as in a team

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**Conditions:**

- This position is a 12 months contract
- Only candidates with the right to work in Belgium should apply

**Application:**

A CV (maximum 2 pages) and motivation letter (maximum 1 page) should be sent to [recruitment@solarpowereurope.org](mailto:recruitment@solarpowereurope.org) before **14 September 2020 COB** quoting '**Project and Communications Officer**' in the subject line.

Please note that only short-listed candidates will be contacted for an interview.

For more information on SolarPower Europe, please visit [www.solarpowereurope.org](http://www.solarpowereurope.org)

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