

Communications Coordinator



**Cycling
Industries
Europe**

Person specification

Requirement	Essential	Desirable
Qualifications	Degree and/or relevant professional qualification	Masters in relevant field
Experience/ Knowledge	<ul style="list-style-type: none"> • Minimum 3 years previous employment at a similar level in a communications role e.g. advocacy, marketing, PR, journalism, event promotion. • Track record of impactful communication using relevant media, publications and associated communication channels for advocacy, political activity, public relations, conferences and events etc. • Experience in publishing and disseminating newsletters, website and social media content. 	<ul style="list-style-type: none"> • Knowledge of EU, transport, environment, industry or cycling media or knowledge of cycling sector structure and organisations. • Experience in EU-funded project communications. • Experience in event organisation and managing event contractors (venue, catering, admission...).
Skills	<ul style="list-style-type: none"> • Proven record in developing communications plans for brands, projects and initiatives. • High attention to detail, with excellent writing, proof-reading and editing skills in English. • Experience using relevant tools for both content and communications including Microsoft Office, editing and design for print, web and publicity, Mailchimp, In-design, canva, Typeform and collaborative work platforms such as Zoom, Google docs, Survey Monkey etc. • Ability to formulate and deliver creative content which will engage professional networks, supporters and partners in CIE's aims. 	<ul style="list-style-type: none"> • The ability to draw on and communicate relevant information about industry or cycling policy at the level appropriate to its audience. • Other European languages written and spoken. • Ability to enforce branding, consistent tone and style across all corporate communication channels. • Video and photo capture and editing. • SEO and analysis of online metrics.
Personal	<ul style="list-style-type: none"> • Self-motivated, creative, entrepreneurial, proactive and outcome oriented. Willingness to undertake new challenges and develop skillset • Resilient, multi-tasking, able to set own priorities, balance workloads, ability to plan, coordinate, organise and implement communications and campaigns in a timely manner. • Excellent interpersonal, communications skills and establishing successful professional relationships with a wide range of people at all levels of seniority inside and outside the organisation. 	<ul style="list-style-type: none"> • Experience of working with a multicultural team and engaging with a multicultural audience.
Other	<ul style="list-style-type: none"> • Must be eligible to work in Belgium immediately. • Available for travel, occasional weekend and evening work. • Commitment to the aims of CIE, in particular its aims to improve business conditions for cycling industries and to encourage increased cycling. 	Cyclist