

## Media Relations & Stakeholder Manager

Tipik is a Brussels-based consultancy providing integrated communication services to the EU institutions and other organisations. We are recruiting an experienced expert to manage media and stakeholder relations inside the agency. We're looking for someone driven, with knowledge of the EU institutions who can work independently on this part of the business and help us grow our outreach services.

### Responsibilities

You'll work with our Outreach team on all aspects of the media relations and stakeholder engagement activities: from concept to implementation. Responsibilities include:

- Mapping media and stakeholders and building targeted lists
- Advising on how to reach the right media on the most effective channels for events, programmes and campaigns
- Designing press kits
- Creating the right 'story' to pitch to press and stakeholders alike
- Organising press briefings in Brussels and abroad with high-profile officials such as Commissioners
- Effective follow-up with journalists and stakeholders
- Advising on press relations and stakeholder engagement in the brave new world of digital and hybrid events.

### Requirements

- Seven to eight years' experience of media relations and stakeholder relations (on a strategic and operational level).
- Excellent knowledge of key media relations tools.
- Solid knowledge of professional working methods for working with media and stakeholders.
- Experience of working on a Stakeholders Secretariat is an asset
- Ability to advise internal teams and present to clients.
- A Bachelor's degree in communications, journalism or similar professional experience.
- Excellent English (written & spoken).
- French (spoken).
- Excellent communicator.
- Good organisational and time-management skills.
- Able to work independently and with fellow team members.

We offer:

- The opportunity to join our growing outreach team.
- A competitive salary package.
- A central office location with wellness centre and additional services such as a laundry, car wash and more.
- Flexible working arrangements (particularly during the COVID-19 pandemic).
- A dynamic multi-cultural atmosphere.
- Supportive and collaborative working environment.

### **How to apply**

Please send your CV in English to [jobs@tipik.eu](mailto:jobs@tipik.eu) with the subject line: Application for Media Relations & Stakeholder Manager.

Only short-listed candidates will be contacted.

Closing date: 25 January 2021.

### **GDPR**

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)). We do not store CVs of rejected job applicants, unless the individual has given us his/her consent, in which case it will be stored for a maximum period of six months. Please specify this in your CV and covering letter.