



ARCHITECTS' COUNCIL OF EUROPE
CONSEIL DES ARCHITECTES D'EUROPE

Junior Policy & Communications Officer

Architects' Council of Europe

The Architects' Council of Europe (ACE) represents the architectural profession at European level with its HQ and Secretariat situated in Brussels. Its membership consists of organisations that are the nationally representative regulatory and professional bodies of all European Union (EU) Member States, the Accession States, Switzerland and Norway, and other observers. Through them, it represents the interests of c. 520,000 architects. The principal function of ACE is to monitor EU legislative developments and seek to influence areas of EU Policy that impact on architectural practice and the quality and sustainability of the built environment.

Job Description

Full time position in the Secretariat of the Architects' Council of Europe (ACE) based in the ACE offices located at 29, rue Paul Emile Janson, 1050 Brussels (Belgium).

The Policy & Communications Officer will report directly to the Secretary General of the ACE and will principally undertake work on the following tasks and topics:

- Keep under review and conduct background research on EU policy proposals affecting the architectural profession and construction industry, to help inform ACE policy positions
- analyse and prepare reports on EU policy developments of relevance to the activities of ACE's specialist work groups
- Draft principal ACE communications including Press releases, Alerts, Newsletters and occasional publications
- Keep under review ACE Communications policy, implementation of ACE Communications Review and branding issues
- Manage new media communications including ACE Facebook page
- Assist in managing the content of the ACE Website
- Maintain contacts Lists up to date
- Attendance at certain meetings as decided by the Secretary general

Qualifications and desirable Attributes

The Policy & Communications and Policy Officer must have the following qualifications/attributes:

- Masters degree in an appropriate subject area (European Affairs, Policy/Political Science, Communications, European Law) and two years' experience (or Bachelors' degree and five years' experience)
- Ideally, experience of working (e.g. as a researcher) for a MEP or MP, or experience of working in a European Association;
- Good working knowledge of English and French (other languages an advantage)
- Ability to work effectively in a small team
- Flexibility and willingness to assist as the need arises
- Familiarity with all *Office* computer programmes and new media tools.

Applications should be submitted in English with a contact details, CV and covering letter saying why the candidate would be suitable for the job and contact details. Application deadline :19 October 2012 at the following address: application@ace-cae.eu
Interviews likely to take place w/c 5 November 2012.

SECRETARIAT GENERAL

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