



**BRITISH CHAMBER**  
OF COMMERCE | EU & BELGIUM  
*THE ESSENTIAL BRIDGE FOR EU-UK BUSINESS*

## COMMUNICATIONS & EVENTS INTERNSHIP m/f

We are looking for an energetic and creative thinker with a strong interest in European public affairs, communications and events.

### **Your role:**

Communications is one of the key functions in our organization. In the busy world of the 'Brussels Bubble' Britcham is looking for a key person to make sure we are heard above the noise.

You will work with the entire British Chamber team, the chairs of Committees and Task Forces and a variety of other business partners, reporting to the CEO and co-ordinating with the Director for Policy & EU Affairs.

You need to understand the needs of our stakeholders and be able to communicate the value of our work for them. It is essential to be confident in writing and communicating with the right voice for our different audiences. You should have a good understanding of the EU policy agenda and an interest in business to generate awareness & communication opportunities around policy and regulatory matters and issues affecting business growth. This is increasingly important as the UK moves into a different trading and policy relationship with the EU. Your ultimate focus, as it that of the entire Britcham team, will be to proactively support member retention and recruitment with entrepreneurial enthusiasm.

Key elements of the role are:

### **Communications**

- ✘ Planning a comms strategy, working directly with the CEO, which embodies UK/EU and Belgium markets.
- ✘ Implementing that comms strategy
- ✘ Managing communications intern
- ✘ Managing social media accounts and developing an effective social media campaign
- ✘ Managing the website and ensuring contents are current
- ✘ Development of the Chamber You Tube channel
- ✘ Working with the events team to ensure effective communication of the value and importance of our events
- ✘ Develop and build relationships with Brussels/UK media and support chamber spokespersons with reports and statements

### **Events Organisation & Evaluation**

- ✘ Liaise with Committees and Task Forces and the Britcham team to determine event needs
- ✘ Organise in person and online events
- ✘ Organise large 'flagship' events, involving long term planning and preparation and liaison with multiple external stakeholders
- ✘ Negotiate financial terms with stakeholders and manage contractual arrangements in conjunction with senior Chamber staff
- ✘ Monitor and evaluate events and produce regular reports

### **Management**

- ✘ Report directly to the CEO and co-ordinate with the Director for Policy & EU Affairs. Responsible for the implementation of communications and events activity in co-ordination with the Director for Policy & EU Affairs with supervision of up to 2 placement students.



**BRITISH CHAMBER**  
OF COMMERCE | EU & BELGIUM  
*THE ESSENTIAL BRIDGE FOR EU-UK BUSINESS*

### **Member engagement and retention**

- ✘ Share responsibility for the active engagement of members and generate new opportunities with entrepreneurial enthusiasm

### **Key skills/ experiences**

- ✘ Graphic design skills
- ✘ Press release writing
- ✘ Previous experience of working in a press or communications role
- ✘ Native level English – an additional official language of Belgium/EU is desirable – particularly French/Dutch/German
- ✘ Website design and management
- ✘ Ability to monitor press and respond rapidly to fast moving events
- ✘ Experience in a variety of webinar platforms, including virtual conference platforms
- ✘ Experience in project management of events and general event organisation, preferably in Brussels
- ✘ Eligibility to work in Belgium

### **Your personal traits:**

- ✘ Energetic, creative and outgoing with a strong sense of teamwork and integrity
- ✘ Social and diplomatic skills that encourage and reinforce professional relationships
- ✘ Well organized with a “can do” attitude and adaptable to different environments
- ✘ Able to plan ahead and manage multiple projects with different timelines and priorities
- ✘ Eager to excel

### **Our offer:**

We offer our employees a competitive remuneration, flexible working hours and an excellent network. Training is provided according to job requirements. This contract will be signed under the rules and obligations of the Belgian ‘contrat d’immersion’ procedure, with the possibility of prolongation and promotion into a permanent role.

### **To apply:**

Please send your resume along with a short description of your interest and how you think your experience and skills are suited for this position to [Bernada.cunj@britcham.eu](mailto:Bernada.cunj@britcham.eu) no later than 26<sup>th</sup> March. We kindly ask you to not contact the office directly.

### **About the British Chamber:**

We represent 150 companies of European and international heritage doing business across Europe and the world.

We give our members the business, policy and personal connections to boost their presence in the heart of Europe. We value openness, an international and entrepreneurial outlook and a flexible and informal approach.

We organise over 100 events a year covering multiple-industries, from high level strategy conferences and flagship networking events through to technical legislative dossier and including off-the-record briefings with senior decision-makers from the UK and EU institutions & member states. Through our EU Committee and EU-UK Relations Committee we create a forum to meet policymakers and influencers and promote debate and engagement with the EU Institutions, national representatives, companies and other stakeholders. Through our Business, Trade & Investment Committee we reach out and support businesses active in Belgium and engaging with the UK.

Our offices are centrally located at Boulevard Bischoffsheim 11 – 1000 Brussels, next to Madou metro station. We are currently operating a remote office but will return to in person office working as soon as this is safely permitted by the Belgian authorities.

---

CONNECT | ENGAGE | BELONG

---

Boulevard Bischoffsheim 11 - 1000 Brussels Belgium - T +32 (0)2 540 90 30 - [info@britcham.eu](mailto:info@britcham.eu)  
[www.britcham.eu](http://www.britcham.eu) - VAT BE455.006.907 - Bank 310-1391540-64 - IBAN BE29 3101 3915 4064 - SWIFT/BIC BBRUBEBB

---