



The *Federation of Associations for Hunting and Conservation of the EU* is seeking to recruit a

## **Director *Public Affairs & Communication***

**FACE**

[www.face.eu](http://www.face.eu)

The *Federation of Associations for Hunting and Conservation of the EU* (FACE) was founded in 1977 to promote hunting, in accordance with the principle of wise and sustainable use of natural resources, as a tool for rural development, for conservation of wildlife and biodiversity and for conservation, improvement and restoration of wildlife habitats. With 36 national Member organisations, representing some 7 Million hunters in Europe, FACE is recognised by the *European Union*, the *Council of Europe* and other international bodies and organisations as a representative body for sustainable hunting and wildlife management throughout Europe. In representing the best interests of all forms of hunting, FACE works to set and promote high standards of behaviour, safety and ethics within the hunters' community as well as to promote sustainable game management and wildlife conservation.

As an International NGO (Member of the *World Conservation Union IUCN* since 1987) with an elected *Board*, these objectives are pursued through European, national and regional programmes encompassing conservation and habitat management, wildlife research, advocacy, press and public relations. These are run by a staff of 10 people based at the FACE Secretariat in Brussels. An extensive network of staff from national Members, honorary representatives and volunteers further strengthens these resources.

### **THE POST of Director *Public Affairs & Communication***

This is a full-time senior executive position in FACE established to develop and implement the Federation's lobbying, advocacy and communication programmes and associated policies for promoting and defending sustainable hunting in Europe.

The **Director *Public Affairs & Communication*** will report to the FACE *Secretary-General* and work with staff and Member organisations. The post holder will be responsible for developing and implementing a coherent public, political and legal affairs strategy as well as a communication's programme across the whole of Europe. The post holder will regularly submit reports and make presentations to the FACE *Board*, *General Assembly* and other relevant committees.

The work involved with this post is often complex, as it regularly deals with wide ranging European and international legislation, rules and policies. This will require significant cooperation, coordination and liaison within FACE and with EU institutions (in particular the European Parliament and the European Commission) and with the Council of Europe, as well as with media, external bodies, agencies, professional sectors and various NGOs.

The post holder will have the day to day management responsibility for 4 executive grade staff, contractors and volunteers, with an annual budget responsibility of circa 350,000 €, mainly for staff salaries, missions and general expenses, printed materials and committees.

## JOB DESCRIPTION

Working under the authority of the FACE *Secretary-General* and consulting on a day-to-day basis as required with other senior management colleagues, the **Director Public Affairs & Communication**' responsibilities involve a substantial amount of office-based team management and policy analysis, but are mainly front line and public facing and are principally concerned with the following -

1. Providing leadership, motivation, line management and personal development for the *Public Affairs* and *Communication teams* and develop and implement their work programmes.
2. With the *Secretary-General*, Members' representatives and relevant *Technical Groups*, promote and communicate FACE's agreed policy framework in areas relating to biodiversity conservation, sustainable hunting, responsible use of sporting firearms and ethical behaviour towards wild animals, enabling the delivery of policy objectives.
3. Provide a senior point of contact with the relevant European institutions (in particular the European Parliament and the European Commission, as well as with the Council of Europe), statutory agencies and NGO's, ensuring that FACE is aware of, and responds to, policy change and developments within them.
4. Ensure a coherent strategy for promoting and defending sustainable hunting across the whole of Europe and which is in tune with the strategies and policies of the European Union and the Council of Europe.
5. Ensure the delivery of high quality defined membership services and to represent the best interests of the Members.
6. Oversee the production of FACE publications and communication tools (such as the *Annual Report*, the monthly electronic newsletter, the various websites), ensuring in particular that attention is given to consistency and accuracy of messages, as well as corporate style and design.
7. Develop and manage, in conjunction with the *Communication team*, FACE's press and media relations.
8. Play a major role in FACE's fundraising strategy for conservation and awareness raising programmes, taking a lead in presenting the case for supporting such programmes to European institutions, government, grant giving trusts and corporate donors.
9. Preparing and reviewing annual budgets and ensuring they are met.
10. Occasionally participate in other FACE activities as required.

## QUALIFICATIONS/KEY COMPETENCIES

### Education:

- Educated to masters degree level in (European, international and / or environmental) law, political sciences, communication or professional equivalent

### Skills:

- Proven management, leadership and networking skills
- Excellent organisational skills with the ability to prioritise workloads
- Ability to manage a diverse and often complex programme to meet targets within time and budget

- Ability to understand complex issues and impart content to others in a straight forward and understandable manner
- Excellent written and verbal communication skills in English or French and at least one other European language
- Excellent analytical skills and ability to prepare concise summaries, press-releases, position papers and articles (technical and policy levels)
- Ability to delegate and motivate
- Management, influencing and interpersonal skills, including working with FACE *Board* and *Bureau* members
- Representing the organisation at the highest levels

### **Knowledge and Experience:**

- Demonstrable record of success at a senior level within the advocacy or media / communication sector, especially the development and implementation of policies
- Excellent knowledge of European institutions (in particular the European Parliament and the European Commission) and policies on biodiversity conservation, rural development, sustainable wildlife management, animal welfare, firearms and other relevant domains
- A close connection with hunting and the countryside
- Experience of working with the media
- Experience of complex project management and development
- Fully IT literate (including, if possible, design and desktop publishing programs)
- Experience of multi disciplinary teams and of organisational change

The following experience and knowledge would be an additional advantage:

- Experience of fundraising in this or a related sector
- Experience of working in the voluntary sector and with NGOs

## **TERMS AND CONDITIONS**

The **Director *Public Affairs & Communication*** will be based in Brussels. The position will involve extensive travel throughout Europe. The core hours of business are based on a working week of 38 hours. The post holder will be expected to work outside of these hours, in the evening and at weekends. Any significant hours worked over and above the 38 hours per week will be allowed off as time in lieu subject to the normal approval process.

The starting salary will be in the region of 40 to 45,000 € gross per annum dependent upon experience.

*Candidates from Southern European countries are particularly encouraged to apply.*

**Interviews will be held in Brussels in April 2007 for possible recruitment from May 2008 onwards.** Send cover letter and CV for this post, to arrive no later than the closing date of 28<sup>th</sup> March 2008, to:

FACE - the *Secretary-General*  
Rue F. Pelletier 82 – B-1030 Brussels

Tel: +32.2.732 69 00

[administration@face.eu](mailto:administration@face.eu)

Fax: +32.2.732 70 72