



Communications Officer – Maternity Cover

8-month fixed-term contract | Brussels | Starting mid-October 2026

The [Institute for European Environmental Policy \(IEEP\)](#) is the leading Brussels-based think tank dedicated to EU environmental policy. We provide strategic intelligence on how Europe can turn environmental policy into a driver of competitiveness, resilience, and innovation. We connect zero-pollution, nature, and climate goals with jobs, investment, and social well-being, helping governments and businesses make sustainability work in practice. **Our work equips our partners with clear evidence and actionable insights to navigate Europe's transition with confidence.**

Our multidisciplinary and culturally diverse team undertakes research and policy analysis on the development, implementation and evaluation of environmental and related policies, particularly in Europe. We work with a wide range of actors, including EU institutions, national and regional authorities, NGOs, the private sector, and international organisations.

IEEP is an independent, not-for-profit institute with an educational mandate, based in Brussels and with workforce in Belgium, UK and other EU countries.

The role

IEEP is seeking a Communications Officer to provide maternity cover for a period of eight months with the possibility of extension, starting mid-October (or early-November 2026 at the latest).

The successful candidate will play a key role in the day-to-day delivery and coordination of IEEP's communications activities, working closely with colleagues across our research teams, and supporting IEEP's external visibility and strategic engagement.

The role covers a broad range of communications activities, including editorial planning, website and newsletter management, social media, visual content, communications analytics, publications and promotion of IEEP's research and events.

The Communications Officer will work as part of IEEP's communications function and collaborate closely with colleagues across the organisation, as well as with external communications providers and partner networks.

Key responsibilities

- Coordinating and maintaining IEEP's editorial planning, working with thematic research teams to identify upcoming publications, events and other communications opportunities;
- Coordinating and updating IEEP's websites supporting the publication and promotion of blogs, reports and other content;
- Coordinating IEEP's monthly newsletter;

- Supporting the management of IEEP's social media channels
- Designing visuals and promotional materials for use across IEEP's digital communications channels;
- Supporting and coordinating relationships with external specialised communications services, suppliers and agencies;
- Supporting communications activities undertaken with the [Think Sustainable Europe Network](#), the [Think2030](#) platform and Green Trade Network;
- Monitoring, collecting and reporting analytics and performance data across IEEP's communications channels
- Supporting the development, production and design of IEEP's Annual Report;
- Working closely with IEEP's research teams to promote thematic events, publications and other outputs, including through visuals, social media campaigns and media activities; and
- Contributing to other communications activities as required during the maternity-cover period.
- Collaborate with the rest of the Strategic Partnerships and Engagement team to manage the TSE membership related tasks as required, including management of databases and relevant platforms
- Support the Strategic Partnerships and Engagement team in event organization, as required

Skills and Qualifications required

We are looking for a communications professional who can quickly integrate into the team and confidently manage a varied communications workload.

- Minimum 2 years of relevant professional experience in communications, preferably within the EU policy, sustainability, think-tank, NGO or related environment;
- Excellent written and verbal communication skills, with professional or native-level written and spoken English;
- Knowledge of HubSpot, WordPress and Elementor is necessary
- Experience producing and editing content for websites, newsletters and social media;
- Good knowledge of digital communications tools and platforms. Experience with WordPress, Adobe Creative Suite and mass-mailing/newsletter platforms would be an advantage;
- Experience creating engaging visual content and promotional materials for digital channels;
- Comfort working with website, newsletter and social-media;
- Excellent organisational skills and the ability to coordinate multiple deadlines;
- Initiative and the ability to work independently while collaborating effectively with colleagues;
- Ability to work effectively in a small, international and fast-paced organisation; and
- An interest in European environmental and sustainability policy.

Candidates should be EU citizens or already hold a suitable visa/work authorisation allowing them to take up employment in Belgium.

Conditions of employment

Contract: Fixed-term maternity-cover contract for 8 months under Belgian law

Anticipated start date: Mid-October, or by early November 2026 at the latest **Location:** Brussels (hybrid office/home working)

Salary: 36,000 Euro -38,000 Euro gross per annum (on the basis of 12,92 payments including holiday pay)

Additional benefits include working from home allowance (€180.99 monthly), lunch vouchers (€10/working day with mandatory employee contribution), reimbursement of public transport costs and support in setting up a home office, in accordance with IEEP's applicable internal policies.

Application process

If you believe your profile matches the specifications above and you are eager to contribute to IEEP's work, please send your CV and a short cover letter (maximum one page) to recruitment@ieep.eu, clearly marking the subject of the email:

"IEEP – Communications Officer (Maternity Cover): [YOUR NAME]"

Application deadline: Monday, 14th September 2026 17.00 hours

Applications will be reviewed on a rolling basis, and candidates are therefore encouraged to submit their applications as early as possible.

The anticipated start date is mid-October/early November 2026. Given the expected high level of interest, we regret that we may not be able to respond individually to all applicants. Only shortlisted candidates may be contacted. IEEP is an equal opportunities employer and welcomes applications from candidates from diverse backgrounds. We are committed to inclusion, diversity and equality throughout our recruitment process.

For further information about IEEP, please visit the [IEEP website](#).

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the address below. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

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