



# European Sustainable Phosphorus Platform (ESPP): Brussels representative and communications

ESPP is looking to engage a Brussels representative, probably part time, to second the association's General Secretary (based in France) and President/Board, and ensure communications activities.

Job description may be adjusted as a function of candidates' competence, motivation and availability, and of reorganisation of tasks with ESPP's current consultants

## Recruitment criteria:

1. personal conviction to environmental objectives
2. respect of network and association culture, including transparency, dialogue
3. commercial = able to develop projects and sell them
4. company / enterprise culture
5. communications skills, including writing skills (in English)
6. knowledge of general science around nutrients and the environment (specialisation in phosphorus/nutrients is not essential)
7. willingness to do efficiently and rapidly the operational communication tasks included in the job profile

## Job description

- Objective within around one year: achieve sufficient understanding of ESPP's key objectives of phosphorus sustainability, and of relevant industry and 'political' context, to represent ESPP at meetings, to develop the ESPP network at such meetings, and to develop new ESPP members, joint actions or new ESPP funding.
- Participate in meetings in Brussels (or elsewhere) when the General Secretary /President/ Board are not available, or to support their presence
- Networking, which is a key to ESPP's success and added-value for Members. In particular, convert 'contacts' into potential members or active collaboration partners (propose an ESPP 'product', 'sell' this, ensure follow-through = 'convert' the contact into collaboration)
- Sustain and develop ESPP membership: identify new contacts, make tailored proposals, ensure ESPP continues to provide 'added value' to its members, develop new funding mechanisms for ESPP and/or services to members
- Operational implementation of ESPP's online and other communication activities, in particular targeting industry/decision makers. The tasks are fastidious but essential: putting content onto the website and onto social media, regular updating, managing the data base (45 000 emails), formatting newsletters and sending out using Mailchimp emailing system, making corrections when necessary. Are needed the motivation to do these tasks without errors and intelligently (including learning from the content), and the capacity to organise and optimise this work. Logistic support for organisation of meetings and conferences in Brussels (3-6 per year), including managing registrations, badges, onsite organisation and logistics

## Location, status, timing

Live near Brussels to be able to ensure physical representation of ESPP. Availability to travel to conferences and meetings around Europe when needed (probably around once per month).

ESPP is not planning to open its own physical office in Brussels, position could be working from home or space-share in a "related" organisation or federation offices.

Employment could be under one of the following possible administrative status: Part time salaried staff, consultant status or secondment / shared staff with another organisation having similar objectives.

Objective: start Spring 2019.

## Salary / budget

ESPP's maximum budget for this post is 45 000 - 60 000 Euros/per year initially, with possibility to increase in the future if the recruitment brings in new income (new members or funded activities). This means around 33 000 - 45 000 €/year total gross salary (plus social security etc). As indicated, this can be for part time.

*ESPP is a small, target-orientated, not-for-profit structure, funded principally by membership fees, whose objectives are to promote and support phosphorus sustainability and nutrient recycling. See more information, including statutes at [www.phosphorusplatform.eu](http://www.phosphorusplatform.eu) Launched in 2013, ESPP has around 40 members (slowly growing), including companies (water and waste, chemicals, mineral and organic fertilisers, recycling technology suppliers, animal feeds ...), regional governments, three national/regional nutrient networks, R&D projects and institutes. ESPP's main activities include: networking between members and other stakeholders, communications (innovation, success stories, regulatory developments), input to regulatory discussions and EU decision making.*

Contact: Chris Thornton [info@phosphorusplatform.eu](mailto:info@phosphorusplatform.eu) v24/1/19