

WE'RE RECRUITING!

Rethink Plastic Alliance Communications Coordinator (Cover) for the Break Free From Plastic movement in Europe

About the Break Free From Plastic movement

[Break Free From Plastic](#) (BFFP) is a global movement envisioning a future free from plastic pollution. Since its launch in September 2016, over 3500 organisations from 186 countries have joined the movement to demand massive reductions in single-use plastics and to push for lasting solutions to the plastic pollution crisis. In Europe, the movement counts 132 members in 33 countries, coordinating their work to achieve systemic change. Zero Waste Europe (ZWE) hosts the coordination team of the European chapter of the movement.

About the Rethink Plastic Alliance

The [Rethink Plastic Alliance](#) (RPA) acts as the policy arm of the European BFFP movement. RPA is made up of nine BFFP members who work together to advocate for effective EU policies to tackle plastic pollution along the whole lifecycle of plastics. This includes EU policies related to plastic production and (petro-)chemicals, microplastics, health impacts of plastic pollution, and broader policies related to the circular economy, including waste prevention and reuse and recycling. Members of the Alliance are: Center for International Environmental Law (CIEL), ClientEarth, the Environmental Investigation Agency (EIA), the European Environment Bureau (EEB), the European Environmental Citizen's Organisation for Standardisation (ECOS), Greenpeace, Seas At Risk, Surfrider Foundation Europe, and Zero Waste Europe.

You

You are passionate about tackling plastic pollution and its root causes, and you know how to turn complex EU policy issues into communication outputs that decision-makers understand and act on. You are an experienced communicator and skilled writer who is equally comfortable writing a press release, running a social media campaign, managing a website and coordinating a newsletter.

You enjoy working in coalitions: bringing diverse partners together, finding the shared message and helping a network speak with one voice. You are organised, proactive and good at juggling several workstreams, and you can spot an opportunity in the news cycle and turn it into a timely, creative response. You work well with colleagues across Europe and the globe, and you like being part of an agile, collaborative team.

The Role

This is a temporary position, covering the role for up to 15 months. The post is being created because the current postholder has been temporarily promoted into a cover role within the team, and we need cover for her position. We anticipate the role lasting at least one year, but we can currently only offer an initial fixed-term contract of 6 months, followed by extensions of 3 months at a time.

The Rethink Plastic Alliance (RPA) Communications Coordinator (Cover) leads the development, implementation and evaluation of communications for the Rethink Plastic Alliance, working closely with Alliance members and the RPA Policy Coordinator. The role covers the full range of communications work, from managing the Alliance's website, social media and newsletter to coordinating press releases, publications and events.

The Communications Coordinator also ensures that RPA communications are aligned with the wider BFFP European and global movement. The role includes overseeing third-party contractors and contributing to the wider BFFP Europe coordination team.

Key Responsibilities

Coordinate communications of the Rethink Plastic Alliance (40%)

- Develop, implement and evaluate effective communication plans and campaigns for RPA, in close coordination with RPA members and the RPA Policy Coordinator
- Coordinate the production of the RPA's communications materials, including publications and press releases. This includes providing support to RPA members in the form of drafting and disseminating publications and press releases, as relevant. It also involves corresponding with key journalists and handling press requests by connecting journalists and RPA experts.
- Coordinate the promotion of and communications around RPA online and in-person events.
- Plan and facilitate the RPA Communications Group meetings (approx. 6 per year), and liaise with RPA Communications Group and facilitate follow up from meetings
- Support the RPA Policy Coordinator with the planning of regular policy-focused meetings by providing input, contributing to planning, agenda-setting and follow up
- Support the RPA Policy Coordinator with the planning, agenda setting and preparation of the whole-day RPA Strategy Days (held twice a year) and facilitate communications-related sessions.
- Produce RPA's quarterly newsletter, presenting the advocacy work of RPA in an accessible manner and featuring RPA member updates.
- Develop suitable messaging for RPA campaigns in response to external events and developments, by adapting the RPA Messaging Guide.
- Support the RPA Policy Coordinator with the final drafting of the RPA Strategy, taking into account member inputs gathered in an ongoing process.

Manage Rethink Plastic Alliance communications tools (25%)

- Run RPA's daily communications, in line with its advocacy strategy.
- Manage RPA's website, which includes technical website management, sharing RPA publications and press releases on the website, producing content for the website, as well as ensuring the website is running smoothly, by fixing bugs and being in touch with website developers when necessary.
- Manage RPA's social media channels and online community, by producing and sharing digital multimedia content for Social Media and blog posts for RPA's website. This includes amplifying content by RPA and BFFP members.
- Manage the RPA shared calendar by adding joint RPA and individual member's campaigns and tracking policy developments (with support from BFFP & RPA Policy Coordinator).
- Ensure smooth communication and access to RPA tools through day-to-day coordination on Slack, especially with members of the RPA Comms group, and by managing the RPA Comms Google Drive.

Ensure coordination with BFFP communications (20%)

- Identify and leverage synergies between the EU policy focused communications from RPA and the work and communications of the wider BFFP movement in Europe (and beyond), together with the BFFP Europe Communications Officer.
- Coordinate with BFFP Europe Communications Officer on any joint RPA-BFFP publications.
- Produce Social Media toolkits for BFFP members at key EU advocacy moments.
- Oversee the work of third-party contractors for some projects, where relevant (i.e. graphic designers, web administrators, contractors, etc.).
- Manage the RPA's annual communications budget as well as any campaign-specific communications budget.

Contribute to the BFFP Europe coordination team, and the wider team (15%)

- Participate in weekly BFFP Europe Coordination Team meetings and support monthly online BFFP member meetings.
- Provide input for and contribute to the planning, agenda-setting and follow-up of BFFP events.
- Contribute to the drafting of funding proposals and reporting, specifically on comms-related activities.
- Participate in and contribute to global BFFP team quarterly meetings.
- Provide input for and participate in global team retreats, members' meetings and team planning meetings, where appropriate.
- Contribute to implementing BFFP's upcoming Global Strategy, where appropriate.

Person Specification

Experience

Essential

- Substantial experience in communications, ideally for a campaign, advocacy, coalition or non-profit organisation.
- Experience developing and implementing communications strategies and campaigns.
- Experience writing and producing press releases, newsletters and web and social media content.
- Experience managing a website (e.g. a CMS) and social media channels.
- Experience working with journalists and handling media requests.
- Experience working with, or coordinating, groups, networks or coalitions.
- Experience managing freelancers or external contractors (e.g. designers, web developers).

Desirable

- Experience in advocacy communications, particularly on EU policy.
- Strong understanding of environmental and climate change topics, including the issues associated with plastic along its supply chain.
- Experience managing small budgets.
- Experience contributing to funding proposals and reports.
- Experience with digital multimedia content production (graphics, short video).
- Experience working with people from different cultures and nationalities.

Knowledge, skills and understanding

Essential

- Excellent command of English, with the ability to explain complex policy messages clearly to different audiences.
- Excellent writing and editing skills.
- Strategic thinking, with the ability to spot opportunities and synergies and to respond quickly to external events.
- Ability to facilitate meetings and coordinate with many partners at once.
- Strong networking and team-building skills suited to a multicultural, multidisciplinary environment.
- Ability to manage competing priorities and meet deadlines.

Desirable

- Knowledge of the BFFP movement and/or the Rethink Plastic Alliance.

- Passion for social and environmental justice.
- Understanding of the EU policy-making process and the Brussels environment.
- Excellent organisational skills and attention to detail.
- Solid IT skills with collaborative and communications tools (e.g. Google Drive, Slack, Asana, Zoom, Google Groups, newsletter and CMS platforms, Canva or similar).
- Other European languages, apart from English, are a plus.

Personal qualities

Essential

- Creative, proactive and solution-oriented.
- Excellent interpersonal skills and a team player.
- Excellent listener and communicator.
- Impact-driven and resilient under pressure.
- Organised and able to prioritise.
- Capacity to run several tasks simultaneously.
- Appetite for working in an agile European and international environment.
- Willingness to occasionally work flexible hours and to travel, as required.

Terms & Conditions, Salary & Benefits

This is a full-time temporary position (38 hours per week) for up to 15 months based in Belgium (hosted by our fiscal sponsor, [Zero Waste Europe](#)). A valid working permit to work in Belgium is required.

We offer a gross starting salary of €3.772 per month. In addition to this, we offer the following benefits:

- Lunch vouchers (10€ per day worked: 8,91€ employer contribution, 1,09€ employee contribution)
- 13th month (year end bonus, if applicable)
- Double holiday pay (Belgian standard)
- Hospitalisation, ambulatory and dental insurance (DKV)
- Travel insurance
- Home working and other allowances (170€ net per month)
- Reimbursement of public transport costs for local commuting (max 56 € net per month) upon the production of receipts, full reimbursement of train commuting costs within Belgium, and a bike allowance for commuting by bicycle

BFFP Europe team members also benefit from 26 vacation days plus additional leave between Christmas and New Year, progressive discretionary leave allowances and a 4 day working week (whereby team members are expected to work 90% of their hours for 100% of their pay, and encouraged to do so between Monday and Thursday).

We take pride in our ability to support one another's work in an atmosphere of mutual trust and respect; and look forward to introducing the successful candidate to our welcoming and highly motivated team and movement members.

Apply

Please [follow this link](#) where you will be asked to fill in your basic information and upload a CV and motivation letter. Both documents should be provided in English and in one single PDF file.

At BFFP Europe, we understand that not all individuals have the same opportunities to engage in paid work or studies both within and outside of the movement. We highly value passion and experience in addressing plastic pollution, environmental, social, health and human rights justice. We are open to receiving applications from those who may not fulfil all the required skills but have the interest, passion and lived experiences to fulfil the role. In this respect, we encourage people from a diverse intersection of backgrounds to apply.

Please contact Alexander Colling, Senior Manager, People and Operations (BFFP Europe) at alexander@breakfreefromplastic.org if you have any questions, or if you would like to tell us about any particular support needs or adjustments we can consider putting in place to ensure you have equitable access to this recruitment process.

Please note that applications via email will not ordinarily be accepted: please apply using the link above.

Timeline

Deadline for applications: **Sunday 15 November, 23:59 CET**

First round interviews (online): **23, 24 and 25 November**

Second round interviews (in-person in Brussels): **9 December**.

Please note that there will be a short assignment to work on between 25 November and 9 December, for those candidates who will move forward to the second round. BFFP Europe will aim to reimburse candidates for their travel expenses to/from the second interview.

Starting date: We hope that the successful candidate will be able to start in **January 2027** and that they will be able to join the Rethink Plastic Alliance Strategy Day in Brussels on 21 January if they have not already started by then.