

## **European Affairs Adviser**

WorldDMB

The European Affairs Adviser supports the WorldDMB European Affairs Committee (EAC) in developing and implementing its liaison, communications and public policy work with the EU institutions on behalf of the WorldDMB forum.

**The consultant position is offered as a part-time post.** There is no possibility for a full-time role.

Reporting to [Head of WorldDMB project office], the Adviser prepares EAC decisions and implements any follow up. He/she

- drafts annual communications plans for WorldDMB based on the EAC's objectives
- prepare meetings of the EAC and follow up to those meetings, ensuring EAC members are properly briefed at all times
- drafts position papers on specific EU policy issues as directed by the EAC, in coordination with other WorldDMB Committees
- drafts reports about the EAC's activity to the WorldDMB Steering Board and General Assembly
- provides monitoring of EU policy developments relevant to WorldDMB
- maintains regular contacts at working level with Commission and European Parliament officials
- leads specific projects, in particular event organisation, as required

### Requirements

- Knowledge of the EU decision making process
- Excellent drafting skills in English
- Proven ability to develop and maintain good contacts at working level with Commission and EP officials

### Highly desirable

- Knowledge of the broadcasting sector
- Qualified candidates should send their CV's to Kelly Griffiths at [kelly.griffiths@worlddab.org](mailto:kelly.griffiths@worlddab.org).