

## Job Description

**Job Title: Regional Public Affairs and Sustainability Manager Europe**

**Reporting line: IFRA Regional Director Europe and IFRA President**

**Location: Brussels** (With regular contact with National Associations in the European region)

*Main Job Purpose:*

The *Regional Public Affairs and Sustainability Manager Europe* will reinforce the European region capability by concentrating on **public affairs** and sustainability-related **initiatives**, with a focus on the European Green Deal, the Chemicals Industry Package and Circular Economy initiatives, playing a key role in enhancing IFRA's support to the European region.

The primary objective of the job is to support the IFRA Regional Director Europe by contributing to proactively and effectively representing the fragrance industry to key stakeholders on legislation impacting the fragrance industry.

The successful candidate will also collaborate with the Global Scientific, Regulatory and Communication teams, to implement global recommendations and positions in the European region.

They will also coordinate activities within the European network of National Associations, fostering strong relationships with members to support a proportionate, evidence-based legislative framework that promotes a sustainable and competitive fragrance industry.

**Key Responsibilities:**

The role will focus on the following key areas:

**Public Affairs:**

Goal: To positively impact the policy and legislative landscape in Europe for the fragrance industry, building trust and enhancing the sector's reputation:

- Act as IFRA's representative within various EU stakeholder platforms.
- Monitor and analyse relevant EU policies and emerging issues impacting the fragrance sector.
- Foster strong relationships with key industry partners and relevant stakeholders at the European level.
- Proactively engage in the development of voluntary EU initiatives and schemes concerning the use of fragrance in downstream products.
- Contribute to the preparation of communications materials, position papers and stakeholder outreach programmes within the European region.
- Support the Regional Director in fostering constructive dialogue with relevant European institutions and stakeholders on behalf of IFRA.
- Attend on request by the Regional Director or President EU-related networking and social functions on behalf of IFRA.

**Sustainability:**

Goal: To advance sustainability policy through proactive collaborating with stakeholders, ensuring the fragrance industry remains competitive and compliant within the evolving regulatory landscape



- Develop and maintain relationships with EU institutions and stakeholders to advocate for workable legislation that is relevant to IFRA and the fragrance sector.
- Analyse EU policies with potential impacts on the fragrance industry and develop sectoral responses.
- Coordinate and support relevant sustainability policy projects on a case-by-case basis, focusing e.g. on Safe and Sustainable by Design, tailored to the needs of the European region.

**Project management and event planning:**

- Organise and coordinate meetings, workshops, and events for the European region, ensuring smooth execution and alignment with IFRA's goals.
- Provide project management support for various initiatives, including sustainability policy projects and public affairs programs, ensuring objectives are met within deadlines.
- Offer administrative support for the European region, including managing agendas, drafting meeting minutes, and coordinating follow-up actions.
- Assist with the planning and execution of stakeholder engagement activities, ensuring clear communication and documentation.

**Key skills and knowledge:**

The ideal candidate will possess the following key skills and knowledge:

- A strong interest in European affairs and sustainability.
- A minimum of 3-4 years' experience in European/public affairs and/or sustainability policy.
- Enthusiasm for collaborating with colleagues across the fragrance value chain and navigating its political and regulatory landscape.
- Excellent project management skills, with the ability to plan, prioritize, meet tight deadlines, manage multiple projects, and maintain attention to detail.
- Strong networking skills, with proven ability to build and maintain professional relationships.
- Ability to effectively connect scientific and political aspects.
- Advanced IT skills (MS Office proficiency required) and experienced in using AI related tools.
- Strong social and diplomatic skills.
- Strong presentation and communication abilities.
- Fluency in written and spoken English; proficiency in other European languages is an asset.

**For more information:**

This is a full-time position based in Brussels, under a Belgian employment contract. IFRA is an equal-opportunity employer and offers a competitive remuneration package.

For more details, please visit our website: [ifrafragrance.org](https://ifrafragrance.org).

To apply, candidates should send their applications, including a cover letter, to [secretariat@ifrafragrance.org](mailto:secretariat@ifrafragrance.org). Please note that only applications submitted in English will be considered, and only shortlisted candidates will be contacted.

**Deadline for sending applications: Friday 6 December 2024. Interviews will be organized on a rolling basis.**