

private & confidential

# Candidate Specification

Director, Brussels Office



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**Role Title:** Director, Brussels Office  
**Reporting to:** Executive Director  
**Remuneration:** Commensurate with experience  
**Location:** Brussels, Belgium  
**Website:** [www.independentdiplomat.org](http://www.independentdiplomat.org)

### **About Independent Diplomat (ID)**

Independent Diplomat (ID) is a non-profit advisory group providing confidential advice and assistance in diplomatic strategy and technique to governments, political groups and international organizations. ID is a small but exceptionally talented and growing team of diplomats and experts in international affairs. They advise democratic countries, governments and political movements throughout the world.

Founded ten years ago, by former British diplomat Carne Ross, ID has established itself as an increasingly influential force in international diplomacy, with plans to expand its presence to all major diplomatic centres. Headquartered in New York, they have offices in London, Washington, Brussels and Sydney.

ID's staff comprises experienced former diplomats, international lawyers and other experts in international relations. They have no allegiance or affiliation to other governments or institutions. ID has a strong internal culture of teamwork and shared decision-making, as well as innovative use of technology. The Brussels Director is a critical member of ID's team and will offer advice to shape ID's organizational and operational strategy in Europe and worldwide.

### **The Role**

ID is seeking an individual with considerable experience and contacts in European diplomacy to head its Brussels office.

The Director of the Brussels office will lead and manage all aspects of ID's work for assigned clients in continental Europe, including diplomacy at the EU institutions, NATO and in European capitals. The Director in Brussels will maintain ID's client and institutional relationships, and will be responsible for recruitment of new European clients. He / she will also run ID's Brussels office, which is located near the Berlaymont, in the heart of the EU's diplomatic centre.

The position requires deep expertise and networks in European institutions and governments, as well as civil society. The successful person will have the political judgement, flair and creativity to design and implement effective diplomatic strategies across the three pillars of modern diplomacy - political strategy, legal advice and public / media outreach, including digital media. He / she will also have a deep commitment to ID's mission to enable states, political groups and non-governmental actors to access and influence the diplomatic forums and decision-making processes that most affect their interests.

## **Outputs and Accountabilities**

**Delivering services to ID's clients.** In line with guidelines from ID's Executive Director and working with ID's team, the Brussels Director will:

- Manage or contribute to projects as assigned by the Executive Director;
- Commission and conduct research and analysis for all clients as required;
- Make and maintain diplomatic and political contacts to advance the objectives of ID clients;
- Develop and provide oral and written advice to clients;
- Manage relationships with clients by regular meetings and visits;
- As required to provide effective services to the clients, recruit and manage other consultants;
- In line with guidelines from the Director of Development and External Relations, Director, London Office and Executive Director, undertake fundraising to support individual projects.

**Prospecting for new business and funding.** In line with guidelines from ID's Executive Director and working with the Director, London Office and the Director of Development and External Relations, the Brussels Director will:

- Approach, meet, visit and contractually engage potential clients;
- Working with the full ID team, develop ID's proposals to new clients and undertake assessment of new and/or potential clients;
- Working under the guidance of the Executive Director, Director of Development and External Relations and Director, London Office, the Director shall fundraise for ID with non-UK European governments, foundations and other grant-giving institutions.

**Develop ID.** In line with guidelines from ID's Executive Director, Director of Development and External Relations, and Media Advisor: the Director, Brussels Office will promote ID in the press and general public to establish ID's profile and project operations in Brussels.

**Manage ID's presence in Brussels.** In line with guidelines from ID's Executive Director and working directly with the Chief Operations Officer and Legal Advisor, the Director, Brussels Office will ensure that ID's presence in Brussels is managed efficiently and effectively; ensure compliance with all applicable requirements of Belgian regulations. He / she will manage relationships with local vendors and service providers, including but not limited to office landlords, accountants, utilities and communications.

## **Preferred Candidate Experience and Qualifications**

The successful Director will have an established network of key contacts, built over 10+ years working in international affairs in the European Union, ideally with experience in a national diplomatic service or EEAS. Exceptional analytical and writing skills are critical, along with fluent English and one other main European language (preferably French or German).

The successful individual will have a deep commitment to ID's mission and will value working in a fast paced and stimulating environment. The ability to work in a team of respected experts is of vital importance. Equally, the preferred candidate will have a proven ability to work autonomously and will have the aptitude to develop strong professional client relationships.

Specifically, the ideal candidate will:

- ✓ Have deep experience in international affairs in the European Union, including ideally experience working in a national diplomatic service or EEAS;
- ✓ Be politically astute and well versed and experienced in international affairs;
- ✓ Have an established network of government, diplomatic, Think Tank and media contacts, in the European Union;
- ✓ Have experience of dealing with the European media
- ✓ Have experience working in multi-cultural environments and be articulate, outgoing and experienced;
- ✓ Have an exceptional knowledge of English and another European language (preferably French or German). Additional language skills an advantage;
- ✓ Possess exceptional analytical and writing skills;
- ✓ Be technologically savvy;
- ✓ Have a willingness to travel;
- ✓ Have high energy, creativity, a sense of humour, cultural sensitivity and social tact;
- ✓ Be a self-starter with the ability to work independently while also demonstrating proven team building skills
- ✓ Be committed to Independent Diplomat's mission.

To apply for this assignment, please send credentials and a cover letter detailing your qualifications to Helen Saward of Ellwood Atfield at [helen@ellwoodatfield.com](mailto:helen@ellwoodatfield.com).