



Consulate General
of the Federal Republic of Germany
Edinburgh

**The German Consulate General in Edinburgh is seeking
a
Protocol, Public Relations and Press Officer (m/f/div)
as of 1st July 2021**

You will be part of the Consulate General's team that is preparing and implementing Germany's participation in the United Nations Climate Change Conference (COP26) in Glasgow from Edinburgh. This is a full-time position with a weekly working time of 40 hours. The employment is limited to a period of 6 months and ends on 31st December 2021.

The position comprises the following main duties:

- Point of contact for German delegations participating in COP26 and for the German Embassy London
- Support planning, logistics and follow-up for visits of German delegations
- Accompanying and support of high-ranking delegations
- Verbal and written communication with British and German stakeholders
- Preparation and implementation of public diplomacy events
- Collaboration with the Consulate General's press and public relations work
- Supporting the Consulate General's presence in Social media

Applicants should have the following qualifications and experiences

- Very good knowledge of English and German, both written and spoken, at least at level C1 of the Common European Framework of Reference for Languages (CEFR)
- At least a Bachelor's degree (or comparable) from a university or university of applied sciences, preferably in the field of event management
 - Alternatively: Qualification to higher education and completed relevant vocational training
- At least one year professional experience in the field of event or project management, protocol, communication / public relations or public administration
- excellent IT skills (Microsoft Office, Internet, Social media, Communication platforms Web Ex, MS Teams, Zoom etc.)
- flexibility, strong organisational skills
- ability to work in a team, resilience

Desired skills and experiences

- Experience in organising events/meetings in an international setting
- Experience and expertise in climate change policy/climate protection

The Consulate General offers a diverse and interesting job in a small team. The contract of employment will adhere to UK employment law. The salary is based on the Consulate General's salary schedule as amended from time to time and is currently 3,599 GBP gross/month.

Please send your application with the following documents by

28th May 2021

in writing to: German Consulate General, 16 Eglinton Crescent, Edinburgh EH12 5DG
or by e-mail to info@edin.diplo.de.

- letter of motivation in German and English
- convincing CV in tabular form in German and English
- proof of the level of the language skills
- proof of educational achievements
- training and work certificates
- letters of recommendation and references.

Please understand that we can only consider complete applications and do not issue acknowledgements of receipt.

Please direct your enquiries about the duties, the job profile or the selection and recruitment process to the Consulate General by telephone on +44-131-347 9862 or by e-mail: info@edin.diplo.de.

The selection process is expected to take place between 7th and 11th June 2021.

For information about the Consulate General Edinburgh, please visit www.edinburgh.diplo.de.