

COMMUNICATION MANAGER

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **COLLEAGUE** to join our Communications team in a position of **COMMUNICATIONS MANAGER**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. We plan, develop and manage all technical aspects of entire Rail Baltica project to achieve cross-border interoperability. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project.

JOB PURPOSE

This position is responsible for leading the further development and implementation of Rail Baltica communication strategy, which furthers the company's strategic vision and business goals. This role will be responsible for linking multiple communications efforts at national, regional and international level to facilitate an integrated approach to communications on Rail Baltica as a project of European added value. The project is accelerating in a large-scale design phase and approaches large scale construction phase, therefore clear and comprehensive communication with the various stakeholder groups is vital to ensure Rail Baltica success.

REQUIREMENTS

- Tertiary education in Marketing or Communications; Philology, Journalism or equivalent;
- Minimum 5 years' experience working in corporate communications leading position in the international business sector;
- Experience in cooperation with public sector institutions;
- Proven ability to develop and manage international communications with multiple stakeholders and to represent the Company before print and broadcast media;
- Strong media relations experience and extensive network of contacts;
- Strong problem-solving skills;
- Proven experience in crisis communication;
- Superior written communications skills;
- Publication writing, editing, and design experience;
- Experience in leading people, communications organisation and PR/marketing agency work;
- Proven experience in crisis communication;
- Social network strategy development and implementation experience;
- Superior oral communications skills;
- Ability to speak for the Company in various environments;
- Excellent English as working language of the Company and one of the Baltic country languages (Latvian, Estonian, Lithuanian).

RESPONSIBILITIES

- Develop communications strategy/programs and manage all media relations, stakeholder events, public relations, publicity and corporate communication endeavours;
- In coordination with the Management Board establish communication priorities, budgets and programs;
- Coordinate multiple stakeholder communications efforts within the geographic area of the Rail Baltica project;
- Chair the Rail Baltica Communications reference group aimed at ensuring One Voice in communications between Project parties;
- Direct the preparation and approval of press releases, marketing materials, videos, photography, events, press kits, and other PR tools necessary to promote the Project and support spokespeople;
- Content creation and update of the Project website and social profiles;
- Coordinate internal communication in corporate and Global project matters;
- Research policies for relevance to Company interests and following recognised best-practice;
- Crisis communication;
- Maintain company's history (milestone) records;
- Readiness and ability to represent organization at industry forums and events;
- In accordance with the employer's request and within the scope of the work responsibilities, to participate in the preparation of technical specifications and participate at the RB Rail AS public procurement committees;
- Prepare various reports within the competency framework, including post-action reports for internal use.

ORGANIZATION REPORTING STRUCTURE

The Communication Manager will report to the Head of Strategic Stakeholder Management and Government Affairs. Three positions will be reporting to the Communication Manager – Communication Specialist Latvia, Communication Specialist Estonia, Communication Specialist Lithuania.

OFFICE LOCATION

Full time located in Riga, Latvia.

SALARY

Starting from 3800 EUR (before taxes).

APPLICATION PROCESS

If You are willing to be a part of the challenging and unique project, and Your experience and personality match the position's requirements, please, send Your CV and motivation letter in English with the subject "COMMUNICATION MANAGER" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by 10 January 2021.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation).



**Co-financed by the Connecting Europe
Facility of the European Union**