



## **Position: Public Affairs Manager**

Location: Brussels, Belgium

**Deadline: 30<sup>th</sup> July 2026**

### **About HOTREC**

HOTREC is the umbrella association representing hotels, restaurants, bars and cafés at European level, bringing together 47 national associations from 36 countries, advocating on behalf of a sector that comprises 2 million businesses and supports over 11 million jobs.

Hospitality and tourism are vital drivers of the economy, contributing around 10% of the EU's GDP. Importantly, 90% of HOTREC's members' establishments are micro-enterprises, and almost all are SMEs, forming a vital pillar of Europe's economy, culture, and thriving local communities.

With a dynamic team based in Brussels, HOTREC defends the interests of Europe's hospitality sector before the EU institutions and facilitates knowledge-sharing across our diverse membership.

### **The Role**

HOTREC is looking for an experienced and motivated Public Affairs Manager to lead the association's work on consumer-related topics as well as around food and circularity.

Reporting to the Director General, you will monitor key EU policy developments, draft impactful advocacy materials, engage with EU decision-makers and stakeholders, and coordinate internal working groups. You will play a central role in shaping HOTREC's strategy on consumer, food and circularity matters, ensuring the voice of hospitality businesses is heard in Brussels.

### **Key Responsibilities**

- Monitor, analyse and report on EU policy developments relevant to the hospitality sector, with a focus on food and circularity, especially with regards to on food and circularity and packaging, e.g., PPWR, SUPD, Circular Economy Act, Food Contact Materials, Waste Framework Directive and other relevant files.
- Draft position papers, speaking points and briefing notes; contribute to strategic advocacy planning
- Represent HOTREC in meetings with EU institutions, stakeholders and partners
- Coordinate and animate expert working group on Restaurants with HOTREC members; facilitate consensus-building
- Prepare contributions for HOTREC meetings and public appearances (presentations, talking points, etc.)
- Keep members informed through timely and accessible updates and content
- Organise and support internal and external events (e.g. seminars, webinars, working sessions)

### **Your Profile**

- University degree in EU law, economics, political science or a related field
- 5-8 years of relevant professional experience (e.g. EU institution, consultancy, association, corporate public affairs with other relevant backgrounds to be considered)
- Solid understanding of EU policy-making and legislative processes
- Expertise in at least one of the following areas: agri-food topics, packaging, circular economy or similar
- Strong writing and communication skills in English (HOTREC's working language); additional EU languages are a plus
- Experience in analysing and presenting data clearly; confident working with statistics
- Ability to build relationships and work collaboratively across cultures and sectors
- Self-motivated, well-organised and able to manage multiple priorities

## What the Position Offers

- A chance to shape EU policy affecting one of Europe's most vital industries
- A collaborative and people-oriented team environment
- Exposure to a wide network of stakeholders and opportunities for EU-wide travel
- Flexible working conditions and a competitive remuneration package including health and life insurance, eco-cheques and lunch vouchers, transport allowance, teleworking opportunities, and more.

## How to Apply

You may apply for the role by submitting a CV accompanied by a cover letter to Sergey Golyshin, Director – EU Recruitments at Mavence – [sergey.golyshin@mavence.com](mailto:sergey.golyshin@mavence.com) and to Jade-Ihintza Droneau, Communication & Recruitment Assistant at Mavence - [info@mavence.com](mailto:info@mavence.com).

In your cover letter, please focus on the three questions below.

**Deadline: 30th of July 2026**

Before submitting your application, please include short responses to the following three questions:

1. What EU policy area (agri-food, circularity, consumer matters, etc.) are you most confident working on, and why? (Max. 500 characters)
2. Describe a successful advocacy or stakeholder engagement activity you've led. What was the outcome? (Max. 600 characters)
3. Why do you want to work for HOTREC and represent the hospitality sector at EU level? (Max. 500 characters)