

## **JOB ADVERT**

### **RESEARCH PROJECT OFFICER**

#### **Position: Full time/One year contract**

Civil Society Europe is currently looking for a highly motivated and experienced Research Project Officer to join the growing team and contribute to the implementation of a Horizon 2020 Project.

#### **About Civil Society Europe**

Civil Society Europe (CSE) brings together 22 European networks of civil society organisations (CSO) working towards regenerating the European project around the shared values of Equality, Solidarity, Inclusiveness and Democracy. Our main objectives: to facilitate and enable horizontal and vertical dialogue between European civil society organisations and policy-makers and help strengthen CSOs in their activities and relations with the institutions. The organisation was founded in December 2014 in Rome at the close of the European Year of citizens as an initiative of organisations that had worked together in the European Year of Citizens Alliance. Its membership has grown since then to encompass the various sectors of civil society. CSE has been established as an international not for profit organisation under Belgian law since June 2016. CSE is an independent voice promoting a space for structured civil dialogue and citizen's participation at all levels.

**Reports to:** Coordinator

**Contract:** Full-time Belgian contract (38 hours for 1 year)

A valid EU working permit is required.

**Benefits:** Annual public transport pass (train or metro/bus within Brussels) from and to the office covered by employer

**Annual leave:** 20 days

**Starting date:** 1st September 2022

**Place of Employment:** Brussels City

**Gross Monthly Salary:** 3000 EUR

**Deadline for applications: By 22 July 2022 at 12:00**

## **RESPONSIBILITIES & MAIN TASKS**

To support and participate in the work of Civil Society Europe in view of the achievement of the tasks and deliverables of a Horizon 2020 Research project on Trust in Governance. The [Entrust Project](#) is a multidisciplinary and international research project dedicated to provide novel insights into trust and distrust in governance and measures to support sustainable and democratic societies in Europe.

The Project Officer will work under the supervision of Civil Society Europe Coordinator.

- Supporting the contribution of Civil Society Europe in the research project
- Liaising with the Academic Partners and the Project Coordinating Team
- Providing research input by collecting evidence and analysing legal framework, practices and policies at EU level as regards relations between EU and civil society organisations, and gathering best practices in trust building
- Prepare and implement surveys and organise focus group meetings
- Prepare proposals and recommendations based on research findings
- Development of a training module
- Contributing to the Communication deliverables of the project
- Support for the Preparation of financial reports

## **PROFILE OF THE IDEAL CANDIDATE**

### **Qualification & Experience**

- At least a Master's degree in political science or law or any other relevant field or equivalent experience/qualification;
- A Minimum of three years of experience, notably in Research projects;
- Previous experience in NGO work, particularly in an NGO network/platform (as an employee or a volunteer) is desirable;
- Good knowledge of the European Union legislation and policies;
- Good understanding of an NGO environment;
- Very good Project Management skills;
- Ability to research, analyse and summarise information;
- Excellent writing skills;
- Committed to the values of the organisation;
- Able to work independently and as part of a small but busy team on a common endeavour and in a multicultural environment;
- Excellent networking, intercultural and interpersonal communication skills;

- Ability to deal with sensitive and confidential information;
- Ability to work under pressure, manage a challenging workload and tight deadlines;
- Ability to travel and to work flexible hours if required, including occasional weekends;
- Excellent written and spoken English is required and fluently in other languages is considered as an asset;
- Strong communication skills;
- Computer literacy, use of social media

## **RECRUITMENT POLICY**

### **Anti-discrimination**

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

### **Interested in the job?**

Please send a Europass CV and letter of motivation to : [contact@civilsocietyeurope.eu](mailto:contact@civilsocietyeurope.eu) by 22 July 2022.

We are planning to interview successful candidates as we receive the applications so do not hesitate to send your letter of motivation and CV as soon as possible.

Only short-listed candidates will be contacted.

Please note that a valid EU working permit is required.