

## Policy and Project Officer

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### *Job Advert*

Are you committed to safeguarding civic rights and space? Are you ready to play a pivotal role in enhancing the role of civil society organisations in EU governance? Are you well informed and enthusiastic about EU affairs? Can you translate complex information into clear messages? Are you eager to organise and participate in stakeholder events? If so, we invite you to apply for the role of Policy and Project Officer at Civil Society Europe (CSE)!

CSE is the coordination of civil society organisations (CSOs) at the European (EU) level. Our members include 22 platforms and networks, some of the most representative organisations in their respective fields, encompassing civic participation, education, social rights, environment and animal rights, culture, transparency, international cooperation, volunteering, local democracy, youth, patients' rights, anti-racism, and disability rights. Through our membership network, CSE reaches millions of individuals engaged with or supported by CSOs throughout the EU.

Since our establishment in 2016, we have carved out a unique space where CSOs collaborate to strengthen the role of civil society at the EU level. Today, we are increasingly recognised as the point of reference for EU institutions seeking guidance on civil dialogue and civic space.

### *Job Vacancy Policy and Research Officer*

- **Reports to:** Director
- **Working time:** Full-time – 38 hours/week
- **Duration:** 12 months, with the possibility of extension.
- **Contract type:** Fixed term Employee contract under Belgian Law
- **Location:** CSE office in Brussels and Home-working arrangements for 2 days/week.
- **Remuneration:** 2800 € gross per month.
- **Benefits:** Annual subscription Public transport costs in Brussels, Luncheon Vouchers & Office allowance

### *Responsibilities & main tasks*

The Policy and Project Officer will be part of the CSE Team and will contribute to the success of our policy work and (research) projects. Their tasks will encompass:

- Monitor, analyse and inform on developments at EU level in relation to the role of civil society in democracy, civil dialogue, trust in governance and transparency.
- Contribute to the preparation and facilitation of common positions among civil society organisations within our working groups
- Draft policy papers and briefings
- Contribute to the development of temporary civil society coalition(s) on a common campaign
- Contribute to the dissemination of reports and activities
- Facilitate and participate in meetings with EU decision makers and stakeholders
- Organise public (online and in person) meetings and events
- Liaise with external (project) partners, notably within the [EnTrust Project](#)

- Organise (and potentially facilitate) a pilot train-the-trainer course for public authorities on civil dialogue
- Work on the conception of an open-access learning platform for sharing and learning about good democratic practices
- Contribute to research publications, incorporating CSE research findings

### *Profile of the ideal candidate*

#### Essential qualifications and experience:

- A post-secondary degree in a relevant field and/or relevant work experience (including internships and volunteering);
- At least 2 years experience in an equivalent position;
- Fluency in written and spoken English (close to mother tongue level);
- Excellent writing and communication skills, adaptable to different audiences;
- Ability to research, analyse and summarise (complex) information in a concise and clear way;
- Good digital literacy;
- Strong organisational skills and time management;
- Able to work independently and as part of a small but busy team on a common endeavour;
- Excellent networking, intercultural and interpersonal skills;
- Committed to the values of the organisation

#### Desired qualifications and experience:

- Previous experience in a non-governmental organisation environment and knowledge of advocacy work is an asset;
- Experience in policy research and drafting policy recommendations is an asset;
- Experience in project management is of advantage;
- Understanding of the functioning of European institutions is highly recommended;
- Fluency in another EU language

### *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.

Please note that a valid EU working permit is required.

Interested in the job? Please send your application to [anne.esser@civilsocietyeurope.eu](mailto:anne.esser@civilsocietyeurope.eu) by **18 August 2023 close of business**. Please also block 28 August for an interview.

The application should include:

- a Europass CV

- a letter of motivation
- a PowerPoint presentation of maximum 5 slides outlining why civil dialogue is important at EU level and what are the main obstacles for its implementation

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

**Only complete applications will be considered.**

### *Timeline*

- **Deadline for applications:** Friday 18 August 2023, close of business
- **Interview:** 28 August 2023
- **Start date:** 4 September 2023

Only short-listed candidates will be contacted.