

Vacancy notice: Policy Officer

About us

YERUN is a dynamic network of Young European Research Universities with an office based in Brussels. YERUN's mission is to highlight and actively promote the distinctive contribution of young research universities in Europe, to facilitate the engagement of its member universities in contributing to European policies in Education, Research and Innovation, and to structure collaboration activities in four main areas: Open Science; Education (Joint programmes and Teaching & Learning); Research (collaborations and mobility); and Graduate Employability.

For more information about our activities, please check our [website](#) and read our latest [Annual Report](#).

What we are looking for

YERUN is looking for a **Policy Officer** to start in September 2020. We are looking for a committed professional, eager to contribute to a dynamic team, with a strong interest in the sectors of education and research & innovation and with skills and experience in delivering effective policy work as well as in communication.

You will be part of a small team in Brussels, but you will daily interact with the YERUN Coordinators and with the YERUN Working Groups, composed by our colleagues located at YERUN member institutions across Europe. You must feel at ease working in an international and multicultural context.

Being part of a small team in the Brussels office might require you to be flexible and adapt to different needs for the network to operate effectively. You will be expected to assist when necessary in relation to any other tasks or specific areas of activity to ensure the successful running of YERUN.

Main tasks & Responsibilities

Reporting directly to the YERUN Secretary-General, you will be expected to carry out tasks including (but not limited to) the following:

- Monitor and report on EU policy initiatives relevant to the priority areas of the YERUN Working Groups and attend meetings on behalf of YERUN as required.
- Contribute to drafting policy and position papers to support YERUN's advocacy work.
- Provide administrative and project support to the YERUN Brussels Office and the YERUN Working Groups including developing priority actions, agendas, data analysis, reporting and dissemination and communication activities.
- Support and contribute to the implementation of the YERUN Communication Strategy under the supervision of the YERUN Strategic Communication and Policy Officer and with input from the YERUN Coordinators, the Communication departments of YERUN members and the Secretary General.
- Produce and manage content for the YERUN website.
- Lead the development of data-driven reports and be responsible for their dissemination.
- Support the organisation of YERUN events and meetings as required.

Skills & Education

- You hold a Bachelor's degree (a Master's degree is desirable but not essential) and have 3-5 years of work experience relevant to this position.
- You have a good understanding of EU policy initiatives in the areas of Education, Research and Innovation with demonstrated experience in activities related to these areas.
- You are expected to be familiar with Brussels-based networks working on the above-mentioned areas.
- You have experience working with member-based organisations, enabling and facilitating discussions, and supporting groups in achieving objectives.
- You have strong skills in data collection and analysis, and in elaborating evidenced-based reports. You have excellent written communication skills in English (any other European language will be an asset), analytical skills and the ability to integrate/compile/collate information and communicate it clearly using a broad range of formats, tools and platforms.
- You have strong skills in communication, including developing/creating online content for social media and websites.
- You are creative and willing to explore different ways of disseminating information to different audiences via different formats (visual communication, infographics, etc.).
- You feel at ease working in a small team and be flexible in supporting a wide range of activities.
- You are used to working in a multicultural environment.

Although not a requirement, we would highly welcome applications from graduates from our member universities.

Applicants must be eligible to work in Belgium. The position involves occasional travel, mostly within Europe but not exclusively.

What we offer

- 1-year full-time contract (under Belgian legislation).
- Competitive salary based on experience.
- A dynamic and motivating workplace with possibilities to further develop your career.

If you are interested, send us your CV (1-2 pages) and a cover letter to info@yerun.eu, clearly explaining your motivations and interests to join YERUN. Please also include your possible start date as well as salary expectations.

Deadline for applications: 17th July 2020 (EOB).

We thank applicants for their interest in advance. Only shortlisted candidates will be contacted.
Start date: September-October 2020.