

## About us

YERUN is looking for a **Policy Officer** to start before the end of 2022.

YERUN is a dynamic network of European Young Research Universities with an office in Brussels. The network is the representative of Young European Research Universities in the EU landscape. It highlights and actively promotes the distinctive contribution of young research universities in Europe, facilitates the engagement of YERUN member universities in working together and contributing to European policies in Education, Research and Innovation. The current strategy follows priorities on three key pillars: Talent development, an Open culture of excellence, and Responsible and engaged institutions.

For more information about our activities and the priorities of YERUN, please check our [website](#), our [2021-2025 Strategy](#) and read our latest [Annual Report](#).

## What we are looking for

We are looking for a committed professional, eager to contribute to a dynamic team, with strong experience in the European education, research and innovation sector (with a preference to the latter two for this position), good knowledge of the higher education sector and university associations in Brussels, and experience in working with NGOs or international organisations.

You will be part of a very efficient team in Brussels of 5 people that works daily with the YERUN Coordinators and various experts from the network's institutions located 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 and support, when necessary, other colleagues in any other tasks or specific areas of activity to ensure the successful running of YERUN.

## Main tasks & Responsibilities

- Monitor and analyse EU policy and initiatives in the fields of research and innovation of interest to the university sector.
- Analyse EU funding programmes and opportunities on areas and priorities covered by the network.
- Lead and coordinate the development of the network's position and related papers on policies or initiatives related to research and innovation at EU level. Particular focus, but not exclusively, on: Open Science, Knowledge Valorisation, Research Careers, Academic Assessment, Research Infrastructure, etc.
- Provide coordination, moderation and support to the implementation of various YERUN groups (mainly those related to research and innovation activities).
- Coordinate the activities and lead the agenda of the YERUN Policy Platform in collaboration with other members of the YERUN team.
- Coordinate with the other policy officers in the team the development of the network's position on other policy areas connected to research (such as education policies).

- Support and contribute as appropriate all governance meetings (General Assemblies, Executive Board, Coordinators meetings, etc.).
- Contribute to designing surveys, data analysis and reports based on internal consultations with members (reports of best practice, data analysis on members' participation in EU funding, internal initiatives, etc.).
- Establish contact with relevant representatives of the European Institutions and networks related to higher education institutions, education, and research and innovation in Brussels.
- Knowledge of project management and funding programmes is an asset.
- Assist and support the organisation of YERUN events and meetings as required.
- Assist and support any other activities related to the network's objectives.

## **Skills & Education**

- You hold a bachelor's degree (a master's degree is desirable).
- You have demonstrable work experience (3 to 5 years) in policy advocacy and membership-based organisations.
- You have an excellent understanding on EU policymaking and the European higher education sector especially on policy areas related to education, research and innovation at European level in areas and priorities of the network.
- You are familiar with the EU funding programme structure and requirements (Horizon Europe, Erasmus+, etc.).
- 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 are familiar with Brussels-based networks working on the above-mentioned areas.
- 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 highly welcome applications from graduates from our member universities. Applicants must be eligible to work in Belgium. The position involves travel, mostly within Europe but not exclusively. The position reports directly to the YERUN Secretary General.

## **What we offer**

- 2-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 page) and a cover letter to [secretarygeneral@yerun.eu](mailto:secretarygeneral@yerun.eu), clearly explaining your motivations and interests to join us. Please also include your possible start date as well as salary expectations.

**Deadline for applications: 14 November 2022 17.00 CEST.**

Only shortlisted candidates will be contacted.

Expected start date: December 2022.