

About us

YERUN is looking for a **Policy Officer** to start in May 2024.

YERUN is a dynamic network of European Young Research Universities with an office in Brussels. The network is the representative of the Young European Research Universities in the EU. It highlights and actively promotes the distinctive contribution of young research universities, 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, proactive, eager to contribute to a dynamic team, with strong experience in the European research and innovation sector, 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 EU stakeholders, the EU institutions and, most importantly, 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, proactive 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 policies and initiatives in the fields of Education, Research & Innovation of interest to the university sector, providing strategic advice and contributing to the positioning of the network.
- Analyse EU funding programmes and opportunities on priority areas covered by the network.
- Lead and coordinate the development of the network's position and related papers and briefings on initiatives related to the network's priorities. Focus, but not exclusively, on: ERA Forum, European Universities, Digital Education, Careers, Academic Assessment, Open Science, EU funding programmes, etc.
- Provide coordination, moderation and support to the implementation of various YERUN groups.
- Contribute to the preparation, moderation and follow up of the YERUN Policy Platform in collaboration with other members of the YERUN team. Including preparing policy briefings and policy content as required.
- Support and contribute as appropriate to 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.).
- Contribute to project management activities of the EU funded projects in which the network participates (Horizon Europe, Erasmus+, etc.).

- Establish contact with relevant representatives of the European Institutions and networks related to higher education institutions, education, and research and innovation in Brussels. Attend relevant events in Brussels to identify important information and liaise with relevant stakeholders.
- Assist and support the organisation of YERUN events and meetings as required.
- Assist and support any other activities related to the network's objectives and daily operations.

Skills & Education

- You hold a bachelor's degree (a master's degree is desirable).
- You have demonstrable work experience (2-3 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.
- You are familiar with the EU funding programme structure and requirements (Horizon Europe, Erasmus+, etc.).
- You have excellent written and oral 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 EU projects and are able to perform project management activities.
- You have strong collaboration and communication skills and are able to work independently, proactively and in an outcome-oriented setting. But you understand and respect teamwork and your approach to work ensures good collaboration with the team for synergies and a coordinated approach.
- You are familiar with Brussels-based networks working on the above-mentioned areas. Networking skills and the ability to set up contacts with stakeholders is paramount.
- You feel at ease working in a small team and are flexible in supporting a wide range of activities.
- You thrive 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 recruitment@yerun.eu, clearly explaining your motivations and interests to join us.

In previous recruitment processes we have received a lot of applications that were not matching our requirements. In order to neither waste your time nor ours, **we encourage you to apply only if you are genuinely interested in the position and if your expertise matches our expectations above. We will then be glad to meet you!**

Deadline for applications: 5 April 2024 17.00 CEST.

Only shortlisted candidates will be contacted.

We will start contacting candidates before the deadline if profiles match our needs.

Expected start date: May 2024.