



18th January 2021

## Policy and Events Officer (Full Time)

EuroACE is seeking to recruit a young, dynamic and engaged person to take on a diverse policy, public affairs and events organisation role at its Secretariat in Brussels. The successful applicant will join a small, hard-working team and will be expected to make meaningful contributions to the work of EuroACE and its Renovate Europe Campaign (REC) from the very first day.

Working at the Secretariat of EuroACE in Brussels, the Policy and Events Officer will provide support on policy analysis and development, whilst also managing the organisation of events and meetings (both online and physical) for both EuroACE and the REC. Working directly with the Secretary General and colleagues in the office, there will also be a requirement to regularly report to the General Assembly of EuroACE and the Steering Group of the REC.

### Principles duties and activities include:

- Supporting and assisting in monitoring, analysis and reporting on EU policy developments in fields relevant to the energy performance and energy efficiency of buildings
- Assistance in the preparation of policy positions on relevant policy dossiers
- Managing the organisation of internal and external meetings/workshops/seminars for members, other stakeholders and EU officials in accordance with the adopted annual Work Plans of EuroACE and the REC
- Assisting in the day-to-day management of communication activities related to the work of EuroACE and the REC including website content management, communication to relevant stakeholders, weekly members newsletter etc.
- Attending relevant meetings of EuroACE and the REC
- Attending, on behalf of EuroACE and/or the REC, certain external meetings, reporting back in writing on key aspects of relevance to our work
- General office and administrative duties as the need arises

The **Policy and Events Officer** will be given the **opportunity** to:

- Deepen his/her knowledge and contacts in the expanding EU policy field of energy efficiency
- Support the Secretary General and the Board of Directors comprised largely of EU public affairs specialists
- Take on increasing responsibilities over time

The **Policy and Events Officer** will have the following **qualifications, experience and skills**:

- A master's degree in a relevant discipline (e.g. EU Affairs, Public Affairs, European Politics, European History) gained from a University in the EU
- Between one- and three-years full time, experience in relevant policy work within the EU
- A passion for policy-related activities and proven, strong organisational skills for preparing events and meetings
- Excellent written and oral communication skills



- Ability to represent EuroACE and/or the REC at external events
- Self-motivated and capable of productive home-working, whilst also being a committed team player
- Exemplary written and spoken English with a high level of competence in at least one additional EU language
- Strong computer skills that include the Office suite and competence with graphic software (e.g. Adobe graphic and video-editing programmes)

### **Contract**

This is a call for applicants for a full-time post (38 hours per week) and the form of employment contract will reflect this. It will be a contract of employment under Belgian Law and only applications from persons legally entitled to work in Belgium will be considered.

Remuneration and conditions of employment will be based on the level of experience of the successful applicant.

### **Process**

Applications for this post must be submitted by e-mail to [adrian.joyce@euroace.org](mailto:adrian.joyce@euroace.org) by **12h00 on Monday 1st February 2021**. Please put *Application for Policy and Events Officer* as the subject line of your application. The applications must consist of a short letter of motivation, a curriculum vitae that demonstrates that the required qualifications and skills have been acquired and the names and contact details of two referees that can be contacted by EuroACE during the recruitment process.

EuroACE intends to interview around 6 applicants within two weeks of the closing date and will only contact those that are chosen for interview.

EuroACE reserves the right not to appoint any of the applicants, even after interviews are completed.

**End**



### ■ About EuroACE - Energy Efficient Buildings

EuroACE represents Europe's leading companies involved with the manufacture, distribution and installation of energy saving goods and services for buildings. EuroACE members employ more than 220,000 people in these activities in Europe and have over 1,100 production facilities and office locations. The mission of EuroACE is to work together with the EU institutions to help Europe move towards a more efficient use of energy in buildings, thereby contributing to Europe's commitments on climate change, energy security and economic growth.

### ■ EuroACE Members (2021)

