

14th of April 2022

Senior EU Policy Officer (Full Time)

Do you want to have a hands-on role in one of the key sectors of the **green transition**?



EuroACE, the **European Alliance of Companies for Energy Efficiency in Buildings**, representing Europe's leading companies involved with the manufacture, distribution and installation of energy saving goods and services for buildings. Our mission 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. We have a lot on our plate, not least with the *Fit for 55 Package*, so we need additional help.

Therefore, EuroACE is recruiting an experienced (minimum 4 to 6 years), dynamic and engaged person to take on a focussed policy and public affairs role at its Secretariat in Brussels. The successful applicant will join a small, hard-working team supported by active members and will make substantial contributions to the policy and advocacy work of EuroACE. That work will also inform the policy context in which our Renovate Europe Campaign (REC) operates.

Working at the Secretariat of EuroACE in Brussels, the Senior EU Policy Officer will undertake policy analysis, development of initial positions and organisation of policy exchanges, whilst also managing the organisation of meetings (both online and physical) for EuroACE. 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.

Principle duties and activities include:

- Monitoring, analysing, and reporting on EU policy developments in fields relevant to the energy performance and energy efficiency of buildings
- Drafting of policy positions on relevant policy dossiers
- Setting up internal and external meetings, workshops and seminars for members, other stakeholders, and EU officials in accordance with the adopted annual Work Plans of EuroACE
- Assisting in the day-to-day management of communication activities related to the work of EuroACE including website content management, communication to relevant stakeholders, weekly members newsletter etc.
- Attending relevant meetings of EuroACE and the REC
- Representing EuroACE at external meetings and events, including giving presentations or other input and reporting back on key aspects of relevance to our work
- General office and administrative duties as the need arises



The **Senior EU Policy Officer** will be given the **opportunity** to:

- Deepen his/her knowledge and contacts in the expanding and highly topical EU policy field of energy efficiency and buildings
- Work with the Secretary General, the rest of the Secretariat and the Board of Directors comprised largely of EU public affairs specialists
- Take on increasing responsibilities over time

The **Senior EU Policy 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, Environmental management, Sustainability)
- From four- to six-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 at external events
- Self-motivated and capable of productive homeworking, 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 and/or Canva graphic programmes) would be an advantage but not essential

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 and will reflect surveyed averages for the grade and role.

Process

Applications for this post must be submitted by e-mail to adrian.joyce@euroace.org by **12h00 on Monday 2nd May 2022**. Please put *Application for Senior EU Policy 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
- 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.

Ends



■ **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 (2022)**

