



A Tradition of Innovation

## Policy and Advocacy Officer Brussels, Belgium

### Summary

The Coimbra Group (CG) is an association - an asbl under Belgian law - formed by 41 long-established European comprehensive multidisciplinary universities of high international standard. The work carried out by its Brussels-based Office consists of supporting the association's various bodies and member universities, implementing the communication strategy and monitoring and influencing European policy developments in higher education and research. More info is available on our website [www.coimbra-group.eu](http://www.coimbra-group.eu)

**We are now looking to hire a full-time enthusiastic Policy and Advocacy Officer to reinforce our Brussels-based office.** The selected candidate will join a small dedicated international team currently consisting of four staff members whose respective tasks are highly intertwined. The Coimbra Group Office works closely with CG member universities, the Executive Board, Rectors' Advisory Group and Working Groups, to fulfil the vision and missions of the association. In its daily activities, the staff also interacts directly with the EU institutions and a range of external partners.

### Key responsibilities could include:

#### **Policy and advocacy work**

- Monitor, analyse and report on EU legislation and policy developments that could impact CG member universities;
- Consult and liaise internally and externally to the Coimbra Group, collect and prepare data to feed into the policy work;
- Contribute to formulating and promoting CG's position on relevant topics at EU level in close collaboration with the Executive Board;
- Respond to consultations, draft and edit policy notes, position papers, statements, press releases, briefings, reports and other documents;
- Contribute to developing and implementing advocacy strategies and campaigns in close collaboration with the Executive Board and, when appropriate, with relevant partners;
- Strengthen CG relationships with EU institutions and relevant EU stakeholders;
- Harness the potential of CG central strategic initiatives, Working Groups' activities and EU projects where the CG is involved, to feed into the policy work; and
- Participate and represent CG in stakeholder meetings.

#### **Contribution to other services provided to CG members**

- Monitor and provide support to the work of two thematic CG Working Groups;
- Prepare, organise, participate in and/or report on internal and external meetings and events;
- Contribute, as required, to implement centrally managed initiatives and projects;
- Write articles for the CG web site, newsletter, social media posts;



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- Contribute to providing inputs, support and advice to CG members as appropriate;
- Collaborate effectively with the other staff members to support shared team outcomes; and
- Undertake other relevant duties as appropriate, in line with the priorities of the Coimbra Group.

**Profile and skills:**

- Master's degree in relevant discipline or equivalent work experience;
- Successful track record of 3-5 years' work experience in policy and advocacy work at EU level (e.g. at an EU institution or in academia or at a stakeholder organisation or in a consultancy, etc.);
- Thorough understanding of EU institutions, policy-making processes and funding instruments;
- Good knowledge of higher education, research and innovation issues, notably their European and international dimensions;
- Excellent oral and written communication skills (be confident in engaging with a range of stakeholders, capacity to draft concise effective policy messages, etc.);
- Fluent spoken and written English - other EU languages is an asset;
- Fully computer literate with advanced knowledge of MS Office 365;
- Qualitative and quantitative analytical skills (desirable);
- Ability to work on multiple tasks at the same time;
- Team player with a flexible, positive attitude towards work;
- Availability to travel occasionally mainly within Europe;
- Have the right to live and work in Belgium at the time of application.

**Conditions:**

- Full-time position (38 hours/week) in Brussels under Belgian contract;
- Workplace in central Brussels with easy transport connections;
- One-year fixed term contract initially with the view to becoming permanent;
- Competitive remuneration package in line with experience and skills;
- Multicultural working environment;
- Reports to the Office Director.

**Starting date: January 2022.**

**How to apply:**

Please e-mail your application in English (short CV and motivation letter + 2 references) to Ms Emmanuelle Gardan, Director, [info@coimbra-group.eu](mailto:info@coimbra-group.eu), quoting in the subject line: 'CG PAO position - your name and surname'.

Deadline for applications: **Friday 19<sup>th</sup> November 2021**. Interviews will start the week after.

The Coimbra Group is an equal opportunity employer and value diversity.