



Policy & advocacy officer

Organisation

Eurocities, the network of major European cities, is recruiting a policy officer to work in the field of advocacy.

The candidate would start no later than in March 2025.

Eurocities is a dynamic and international team where we trust in people, value constructive exchanges and collaborative work. We help people thrive in a friendly, open and healthy environment while promoting a work/life balance.

Responsibilities

As a Policy Officer, you will support some of the environment and mobility working groups, and support the more transversal work of the Heads of Advocacy, as part of the advocacy team at the Eurocities Brussels office

As part of our team, you will ensure that Eurocities represents well the interests of the largest European cities before the EU institutions, making sure that cities have a voice in the EU policy-making process and that local officials understand the impact of EU affairs on their daily activities.

In this role, you will:

- support the Heads of Advocacy in outreach activities such as meeting with members of the European institutions, support mayor's briefing or mapping strategic stakeholders.
- facilitate the active participation of members in Eurocities and EU activities, and ensure effective communication to members and more widely through the various channels available.
- provide support to the work of working groups on waste & circular economy, air quality and zero emission mobility.
- prepare the working groups agendas with the WG Chairs, invite the speakers, liaise with the event team on the logistics, moderate the discussions, draft follow-up action points, etc.
- establish and maintain an open, regular, and trusting relationship with Chair(s) (cities' representatives) of working groups.
- Ensure that any potential synergies with other policy areas, projects, and communications activities of Eurocities are developed through coordination with relevant colleagues.
- Support Eurocities general policy and project work as well as other activities in line with the overall objectives.

Profile

You are an experienced professional who is full of initiative, self-driven, curious, creative, flexible and results-oriented.

The skills and experience to do this job successfully include*:

- at least 1 year of professional experience working on European policy, ideally in a policy area relevant for European cities, acquired either in the EU institutions or as part of a NGOs, members-based association or in the private sector.
- a master's degree or equivalent in political science, EU law, international relations, urban development, knowledge of environmental and mobility transformation topics and issues.
- experience in organising effective meetings and events, ideally in a membership association.
- good knowledge of urban policies and cities in general, including the role of cities in the EU.
- excellent oral and written communication skills in English;
- problem-solving approach
- very strong organisation and planning skills
- experience working autonomously and as part of a team
- organised & accurate, able to meet deadlines
- excellent interpersonal and networking skills

Assets:

- knowledge on environmental and mobility stakes at local level.
- a thorough understanding of the EU institutions, decision-making processes, and funding instruments;

We are looking for candidates who fulfil most of these criteria, but do not hesitate to apply if you think that you could be a good fit for the position.

We offer

- A full-time position as employee, under Belgian legislation. The selected candidate will need to live in Belgium or be willing to relocate for the duration of the contract
- A fixed term contract until 31 December 2025
- 2.300€ gross salary
- Flexible working hours
- Part-time teleworking

Benefits

Meal vouchers, pension plan, hospitalisation insurance, public transport costs, 13th month, éco-chèques, 90€ net per month of teleworking allowance, training opportunities.

How to apply

Applicants are requested to send a letter of motivation, explicitly describing point by point their relevant experience and linking it to the requirements for the position, in one page maximum, together with a CV and a written sample dealing with EU affairs or a similar field **by 12:00 on 5 January 2025** to: Patricia de Wouters, People & Operations Director, at Jobs.policy@eurocities.eu

Please send the documents in pdf format and mention 'policy officer – advocacy' in the subject line.

Interviews will be held in person on 15, 16 & 17 January 2025.

We are aware that you might use AI when applying for this position. It's perfectly fine to use AI to brainstorm, structure your ideas or edit your language. Just please be aware that while AI is one of the tools we use in Eurocities, the main tool we need for the work here is our brains: This is a content-based position, and one that AI cannot do for you. Please keep this in mind during the process to avoid disappointment on both sides later in the process. We want to use this interview to get to know you and your ideas, not what ChatGPT thinks the best answers are.

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Eurocities and will be deleted immediately after the recruitment process. For more information, read our privacy policy.