

About us

YERUN is looking for a **Project and Policy Officer** to start in September 2022.

YERUN is a dynamic network of European Young Research Universities with an office in Brussels. The network is the representative of Young European Research Universities in the EU landscape. It highlights and actively promotes the distinctive contribution of young research universities in Europe, 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, 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, eager to contribute to a dynamic team, with a strong interest in the education and research sector and policies and with skills and experience in project management, EU funding programmes and research policies.

You will be part of a small but very efficient team in Brussels that works daily 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 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

- Lead YERUN's participation in EU funded projects (Horizon Europe, Erasmus+, etc.).
- Project management (monitoring and implementation of project deliverables, admin and financial reporting, relations with partners, etc.).
- Monitor EU funding programmes and opportunities on areas and priorities covered by the network.
- Develop, design and coordinate project ideas and proposals on behalf of the network.
- Coordinate two YERUN groups on Research.
- Contribute to policy activities on topics and priorities related to the projects on which YERUN is involved.
- Coordinate with the policy officers the development of the network's position on EU funding programmes and related initiatives on EU funding and research management.
- 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.).
- Assist and support the organisation of YERUN events and meetings as required.

- Assist and support any other activities related to the network's objectives.

Skills & Education

- You hold a bachelor's degree (a master's degree is desirable) and have demonstrable work experience in project management and project development at European level in areas and priorities of the network. You have some experience in policy areas related to EU funding programmes or research management.
- You are familiar with the EU funding programme structure and requirements (Horizon Europe, Erasmus+, etc.) and the EU Funding and Tenders portal.
- You have excellent written 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 have a good understanding of EU policy initiatives in the areas of Education, Research and Innovation.
- You are familiar with Brussels-based networks working on the above-mentioned areas.
- You feel at ease working in a small team and be flexible in supporting a wide range of activities.
- You are used to 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 secretarygeneral@yerun.eu, clearly explaining your motivations and interests to join us. Please also include your possible start date as well as salary expectations.

Deadline for applications: 24 June 2022 17.00 CEST.

Only shortlisted candidates will be contacted.

Expected start date: September 2022.