



CALL FOR EDUCATION AND LIFELONG LEARNING POLICY OFFICER

Are you a value-driven professional passionate about advocating for quality and inclusive education and lifelong learning policies? Then apply now for SOLIDAR Foundation's position: we are looking for a Policy Officer for Education and Lifelong Learning to join our team and implement our work to promote learning and sustainable societies.

SOLIDAR Foundation is the Education Hub of [SOLIDAR](#), a network of progressive civil society organisations (CSOs) working to advance social justice through a Just Transition in Europe and worldwide. With over 50 member organisations based in 26 countries (19 of which are EU countries), we represent our member organisations towards the EU and international institutions across three main policy areas: social affairs, education and lifelong learning, and international development cooperation, with an overarching Just Transition strategy.

Main responsibilities:

The Policy Officer contributes to the strategic development of the policy area education and lifelong learning and assumes responsibility for the implementation of project activities. The tasks of the Policy Officer include:

- Promoting the policy work of SOLIDAR Foundation on Education and Lifelong Learning, by proactively monitoring policy developments, drafting policy and advocacy publications (briefings, statements, analyses, public consultations) and engaging with the relevant policy processes
- Engaging MOs on relevant EU policy developments through members' meetings and targeted communications, and providing support in their advocacy work at the European level
- Implementing the activities foreseen in the frame of 5 EU-funded projects, including accurate financial and narrative reporting for the relevant projects, supported by the Policy Coordinator and Finances Officer
- Maintaining relations with project partners

The Policy Officer reports to the Policy Coordinator. The Officer supports the transversal policy work of SOLIDAR and its membership, and the cooperation with relevant partners. Under delegation, they represent SOLIDAR Foundation in relevant meetings and events.

Required knowledge and experience

- Academic master's degree within a relevant field or equivalent work experience (e.g. EU Studies, Political Sciences, Educational Studies)
- Good knowledge of EU education and lifelong learning policies, processes and stakeholders
- Experience in project design, management and implementation, and budget follow-up (preferably EU projects)
- Ability to identify key advocacy opportunities and related stakeholders, and to advance the identified policy priorities
- Experience in the organisation of internal and external events, online and in-person
- Digital literacy (with proficiency in Microsoft 365 and ideally Basecamp)
- Public speaking experience

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- Proficiency in English and one more EU language (French, Spanish or German preferred)

Skills/abilities

- Excellent planning and coordination skills; flexible attitude ready to adjust priorities as required. High degree of attention to details, commitment to quality and ability to prioritise tasks
- Writing and editing skills
- Networking and stakeholder management skills
- Adheres to SOLIDAR's values of solidarity, equality, and participation
- Capable to work independently and in a remote working context
- Teamwork skills

Meriting

- Experience of working with or within a membership-based organisation.
- Previous work or experience with progressive organisations at national or European level
- Experience with the organisation of hybrid events
- Advanced knowledge of more languages relevant for the position
- More advanced digital knowledge and computer skills
- Previous experience with coordinating junior colleagues

What do we offer?

Fixed-term contract (CDD), ideally working part time (50%) until the 1st of September 2022 and automatically extended to full time as of then until end of March 2023. The contract is aimed at being continued in the form of an indeterminate contract (CDI). SOLIDAR office is located in Brussels (Avenue des Arts 50). Conditions according to Belgian legislation.

- Salary as per SOLIDAR salary grid
- Holiday allowance and 13th month pay
- Representation allowance, transport allowance, lunch vouchers, hospitalization insurance
- Flexible working scheme in place
- Preferred starting date: 13th of June

How to apply?

If you are interested in applying for the position of Education and Lifelong Learning Policy Officer, please send an email to elisa.gambardella@solidar.org with subject line 'Policy Officer – Your Surname', including:

- Your CV (maximum 2 pages), including references (contact details requested at a later stage)
- A motivational letter explaining why you are interested in the position, and you have the right profile for the job, as well as the date when you could start (maximum 1 page)
- A portfolio including the internal and/or external events that you supported to organise and publications that you authored or edited (maximum 2 pages) that are relevant to the thematic areas covered by the present notice

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Deadline to apply: 22nd of May 2022.

Only shortlisted candidates will be contacted to be invited to following phases of the recruitment process, which will consist of a written assignment and two interviews.

Candidates must have the right to live and work in Belgium, hence either based in or willing to relocate to Belgium.