

25th June 2024

EU Project and Policy Officer (Full Time)

Efficient Buildings Europe is seeking to recruit an entry level dynamic and engaged person to take on the role of **EU Project and Policy Officer** at its Secretariat in Brussels. The successful applicant will join a small, hard-working team and will be expected to rapidly take responsibilities related to their role and the work of Efficient Buildings Europe and its Renovate Europe Campaign (REC).

Based in the Association's offices in Brussels, the EU Project and Policy Officer is expected to manage the delivery of Efficient Buildings Europe's commitments in EU-funded project(s) and to assist in policy work streams. All tasks are expected to be delivered in an accurate, timely and impactful manner.

The candidate is expected to quickly gain an understanding of the challenges and opportunities related to the implementation of the Energy Performance of Buildings Directive (EPBD) at national level and bring that understanding to bear on the success of our EU-funded project(s) and to our work on EU policymaking developments. The candidate will grow her/his skills on EU energy efficiency policies whilst keeping track of their implications at national level.

The candidate will report to the Secretary General and General Assembly of Efficient Buildings Europe and to the Steering Group of the REC, and will be supported by the Project and Events Managers, colleagues in the office and external partners in the relevant projects.

Principal duties and activities

The following list is for indicative purposes only. It will be adapted to meet the priorities of the association and in response to skills demonstrated by the successful candidate.

The role is structured around two main pillars: 1) the management of EU-funded project(s) in which Efficient Buildings Europe is a partner, and 2) assisting in policy development work.

1) Project Management

- Representing Efficient Buildings Europe in the project team(s) of EU-Funded, and other, project(s). The first project in which the candidate will be involved is a LIFE Project (EPBD.wise) on the implementation of the EPBD. This will include coordinating input from REC national partners as sub-contractors and translating the challenges and opportunities of EPBD implementation at national level into relevant insights for EU level policy work.
- Ensuring the technical implementation and administrative management of the project(s) in which Efficient Buildings Europe is a partner (Horizon Europe, LIFE, etc.).
- Co-planning and implementing dissemination and communication actions related to our project(s), presenting project results, updating communication channels relevant to the project(s) (e.g., websites, social media etc.).
- Co-organising and facilitating technical workshops, project meetings, and dissemination events, engaging with EU and national level stakeholders.
- Reviewing technical documents and reports relevant to the project(s), and summarising relevant information.

2) Policy Work:

- Assisting the Head of EU Policy through research, position paper drafting, and meeting preparation whilst supporting the advocacy activities of Efficient Buildings Europe related to the EPBD implementation (e.g., coordination of the policy efforts with REC partners).
- Ensuring the exchange of best practices and experiences on the delivery of EU energy policies through meetings with the national partners of the REC.

- Attending relevant meetings of Efficient Buildings Europe and the REC and contributing to meetings with policymakers.
- Assisting with the organisation and running of meetings of the Work Group Implementation under the supervision of the Head of EU Policy.
- Strengthening and expanding our network among relevant stakeholders involved in the implementation of the EPBD.

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

- Deepen his/her knowledge and contacts in the expanding EU policy field of energy efficiency.
- Co-define a *Personal Professional Development Plan* with Efficient Buildings Europe.
- Engage with the members of Efficient Buildings Europe, the partners of the REC, and the Secretariat.
- Take on further responsibilities over time.

The **EU Project and Policy Officer** is expected to have the following **qualifications, experience, and skills**:

- Exemplary written and spoken English with a high level of competence in at least one additional EU language.
- Strong organisational, time management, and problem-solving skills complemented by good attention to detail.
- A diplomatic disposition with excellent communication, engagement, and negotiation skills.
- Ability to work under pressure, manage competing priorities, and meet deadlines.
- University degree with strong motivation and interest in the following areas: energy efficiency, EU policy and affairs, collaboration with industry, and EU-funded projects.
- Excellent understanding of IT tools (MS Office –Word and Excel are essential, Outlook, Project Management software etc.) and videoconferencing tools (e.g., GoToMeeting, Microsoft Teams, etc.).
- Self-motivated and capable of productive homeworking, whilst also being a committed team player.
- Availability to travel within the European Union.
- Candidates with previous exposure to project management (i.e., EU-funded projects with some knowledge of the required administrative procedures) and a willingness to undertake financial tasks related to the project(s) (costing, budgeting, reporting) will be prioritised for this role.

Contract

This is a call for applicants for a full-time post (38 hours per week). It will be a contract of employment under Belgian Law and only applications from persons legally entitled to work in Belgium will be considered.

The successful applicant can expect an annual gross salary in the range of €28,000 to €34,000, depending on previous experience, with benefits such as a group pension, health insurance, lunch vouchers, mobility allowance, and eco-cheques.

Process

Applications for this post must be submitted **before 12h00 on Monday 8th of July 2024** by e-mail to: adrian.joyce@efficientbuildings.eu with info@efficientbuildings.eu in copy.

Please put *Application for EU Project and 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 the **names and contact details** of two referees that can be contacted by Efficient Buildings Europe **during** the recruitment process.

Efficient Buildings Europe reserves the right not to appoint any of the applicants, even after interviews are completed.

About Efficient Buildings Europe

Efficient Buildings Europe represents Europe's leading companies involved with the manufacture, distribution and installation of energy saving goods and services for buildings. Efficient Buildings Europe members employ more than 280,000 people in these activities in Europe and have over 1,200 production facilities and office locations. The mission of Efficient Buildings Europe 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.

Efficient Buildings Europe Members (2024)



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