

Senior EU Policy Advisor (m/f/d)

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Company: ZOE Institute for Future-fit Economies

Location: Brussels

Category: other-general

Brussels-based (or hybrid with regular travel to Brussels) | starting 1 May | full-time
(negotiable)

Who we are

ZOE Institute for Future-fit Economies, is an independent think & do tank active at the EU level. We are dedicated to policy-oriented research and evidence-driven advocacy for a future-fit economy. At the interface of politics, research, and civil society in the EU, we develop impulses for an economy that enables people to live well within planetary boundaries. We are a small team that values an appreciative atmosphere and good communication. Further we offer:

A collaborative, motivating working environment a small think & do tank that has made it to the top of EU politics in a short space of time

A strategic, agile, value and purpose-oriented working style

Flexibility of working time and place, supporting a healthy work-life-balance

Ways of working to build our organisation together **align individual and organisational purpose**

Co-working space in Brussels in a hub with other like-minded organisations

Tasks

Key Responsibilities

As part of a **motivated and impact-driven team** you will carry out a variety of tasks,

including:

Strategic stakeholder management: map and manage relationships within our partner organisations and policymaker networks.

Content coordination and quality assurance: coordinate ZOE's teams in implementing and adapting policy engagement strategies, ensuring high-quality execution throughout.

Policy advocacy and relationship building: listen with empathy to, and cultivate relationships with EU and Member State policymakers to advocate for our key priority areas.

Policy process monitoring and coordination: monitor key policy processes across the Commission, Parliament, Council, and Member States related to our key priority areas.

Policy writing and quality control: write concise and impactful policy brief and materials tailored for mid-to-high-level policymakers in the EU Institutions and Member States. European Commission and Member States.

Cross-team coordination for unified policy strategies: coordinate inter-team efforts to align policy strategies, ensuring a unified approach for effective implementation and impact.

Facilitation and moderation: lead workshops and discussions, and make presentations, at diverse events in alignment with our thematic focus.

Strategic planning and support across teams: offer strategic guidance, support for planning, and advise to ZOE's teams, ensuring alignment with our organisational objectives.

The specific set of priority tasks and responsibilities will be decided together based on the list above and the selected candidate's specific background and skills.

Requirements

We are looking for people that share our core principles: value orientation, sustainability, agility, self-responsibility, co-creation and flat hierarchies. Your profile would include the following skills, background, and knowledge:

Strong expertise in the EU policy-making process, including internal decision-making

processes, and the policy and institutional cycle with particular focus on the Commission.

At least 5 years of professional experience in policy consulting, advocacy, as a policymaker or in comparable fields.

At least 2-3 years of experience in monitoring policy processes and mapping policy developments and timelines, or coordinating this process.

At least 2-3 years of experience coordinating within and across teams.

Strategic thinking capabilities to design projects, plans and strategies for impact.

Excellent relationship building and networking skills with people in the policy arena at all levels and existing contacts within the EU policy-making landscape.

Good communication and presentation skills (written and verbal) when explaining research results to a non-expert audience.

Capability to work on several projects in parallel and to work with ease across projects.

Fluency in written and spoken **English** ; also working capability in **German and/or French** is a big plus.

In addition, some of the following competencies fit well into our team but are not a requirement: Master's degree in **economics, political economy, EU policy and governance** or equivalent policy-making knowledge and skills acquired through other demonstrable means; and knowledge of participative and co-creative processes such as design thinking.

Benefits

The weekly workload is **40 hours** whereby working hours can be arranged flexibly. The position is planned to start, ideally, by 1st of May. We wish for a regular presence in Brussels; however, we support a hybrid work environment. The gross wage will be between **€4,500-€5,500 per month** , depending on the competences and experience. The contract will be for one year initially; however, the position is intended to contribute to the long-term development of the organisation; for this reason, we aim for a longer-term fit.

Diversity

We believe that our society's behaviour disproportionately hurts the most marginalised people

– including people of colour, people from working class backgrounds, people with disabilities, women and LGBTIQ people. We are committed to challenge this through our work for socially just development and by creating a diverse workplace. Hence, we strongly encourage applications from people who are members of marginalised communities.

Application procedure

We are continuously accepting applications. Please send your CV (max 3 pages), a motivation letter (400–500 words), and a work sample (power point slides, publication, or anything similar). Please **do not attach a photo** to your application. **Please state “Senior EU Policy Advisor” in the subject line.** If we consider your application to be suitable, we will get back to you as soon as possible with dates for an online interview.

ZOE, das Institut für zukunftsfähige Ökonomien, ist ein gemeinnütziger Think & Do Tank mit Sitz in Köln. Seit unserer Gründung 2017 entwickeln wir richtungsweisende Impulse für die fundamentalen Fragen einer zukunftsfähigen Ökonomie. Dafür nutzen wir die Stärke neuen ökonomischen Denkens, um durch Forschung und Beratung zu einem Umdenken in den politischen Institutionen der EU beizutragen und ein gutes Leben innerhalb planetarer Grenzen möglich zu machen.

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