

Culture Action Europe is looking for a Policy Officer

37,5 hours / week

Location: Brussels

The Policy Officer is in charge of:

- Supporting the development of the organisation's advocacy strategy in and from Brussels, under the supervision of the Secretary General and in coordination with the rest of the team;
- Follow-through and analysis of policy discussions, identifying challenges and opportunities: advise the team and members respectively;
- Monitoring political and policy developments relevant for CAE and conduct desk research to inform CAE's advocacy positions;
- Maintaining contact and preparing meetings with representatives of key EU institutions, national, regional and local policy makers, and with other policy stakeholders, also beyond the cultural sectors;
- Maintaining contact and ongoing conversation with peers (policy staff) in CAE member networks and in partner organisations;
- Planning, coordinating and implementing advocacy actions, such as policy conversations, policy events, working groups, stakeholder consultations, and various statements, campaign manifestos, policy papers and position papers;
- Producing periodic blog posts for the CAE website and monthly newsletter on cultural policies;
- Representing the organisation on policy topics in events, conferences, working groups, and active participation in other relevant working groups and alliances, in coordination with the Secretary General and the rest of the team;
- Supporting CAE members in EU policy related topics;
- Administrative tasks including the pre-selection and support of policy interns.

Requirements:

- Relevant Higher Education degree;
- Excellent command of English, good command of French;
- At least 4 years work experience including in a position involving policy and advocacy tasks;
- Proven record of writing proposals, reports or articles, text editing skills;
- Demonstrated knowledge in EU cultural policies and the structure of European Institutions;

- Excellent communication and representation skills;
- Flexibility and adaptability;
- Excellent skills in team work and collective decision making while also able to work independently;
- Intercultural skills to interact with stakeholders, members, and staff from various cultural backgrounds.

Conditions:

The position is in principle based on a full time contract, with flexibility for tailored arrangements. The position requires presence in our beautiful Brussels office, periodic weekend work, and frequent international travels. Gross monthly salary level: 2400 EUR + Luncheon Vouchers 7€ per day + commuting allowance + holiday allowance + Belgium social security. We offer an inspiring working environment in the international art and cultural context and the opportunity to work creatively with a small but committed team.

Recruitment process:

- Potential candidates are requested to send a motivation letter and CV in English to **recruitment@cultureactioneurope.org**: **Deadline: November 20th, 2023, noon CET**;
- Candidates selected for interview will be notified by December 6th, 2023;
- Round of interviews will take place on December 11th, 12th, 13th, 2023 online;
- Communications of the result of the recruitment process will be announced the week of December 18th, 2023.
- This position starts from February 15th, 2024, latest March 15th, 2024.

Round of interviews will be held by a panel composed of members of the team and the Secretary General.

About CAE:

CAE is the major European network of cultural networks, organisations, artists, activists, academics and policymakers. CAE is the first port of call for informed opinion and debate about arts and cultural policy in the EU. As the only intersectoral network, it brings together all practices in culture, from the performing arts to literature, the visual arts, design and cross-arts initiatives, to community centres and activist groups. CAE believes in the value and values of culture and its contribution to the development of sustainable and inclusive societies.

Learn more about Culture Action Europe [here](#).