

## Job Vacancy

# Policy & Research Assistant

## Brussels

CECOP – CICOPA Europe, the European Confederation of cooperatives active in industry and services, is looking for a Policy & Research assistant, to join an international team based in Brussels.

### About the employer

CECOP associates 25 member organizations from 15 European countries, and represents approximately 40,000 cooperative enterprises employing over 1,3 million workers. CECOP is the voice of its members, mainly vis-à-vis European institutions, as well as other European-level organisations. Beside advocacy and promotion of cooperatives in industry and services, a crucial role of CECOP is also to facilitate networking, information exchange and development for its members. CECOP represents democratically owned and managed enterprises, contributing to sustainable and inclusive growth while combining economic performance and social progress.

CECOP has a team of 4 full-time employees, with very complementary profiles. CECOP also hosts and manages the secretariat of CICOPA, the global organisation of cooperatives active in industry and services.

You can find more information about CECOP and CICOPA here:

[www.cecop.coop](http://www.cecop.coop)

[www.cicopa.coop](http://www.cicopa.coop)

### About the function

The Policy & Research Assistant will work on supporting CECOP's advocacy and research activities. She/he will work under the direct supervision of the Advocacy Coordinator and Membership Coordinator, and in close cooperation with the rest of the team. The Policy & Research Assistant, as the rest of the staff, will also contribute to the activities of CICOPA.

### Main tasks and responsibilities

- Support the implementation of the advocacy and membership strategies for CECOP (Europe) and CICOPA (world level)
- monitor EU and international policy developments
- contribute to policy documents, reports and publications
- contribute to research activities on selected topics, such as country briefings on cooperative ecosystems, etc
- contribute to the organization of events (conferences, workshops, trainings, etc)
- contribute to project implementation, also with regards to administrative tasks

- occasionally contribute to communication activities (news, press releases)
- contribute to other tasks as requested

### **Candidate's profile**

- Master degree in a relevant field (political science, economy, social science, law, international or EU affairs)
- sound knowledge of institutional partners (EU institutions and UN institutions) and of the EU decision making process
- 1 year of experience in policy area or policy related research in national, European or international organization
- interest and/or experience in the cooperative movement is a strong asset
- experience in a membership based organization is an asset

### **Required skills**

- excellent spoken and written English, knowledge of Spanish or French is an asset
- ability to research, collect, analyse and summarise information
- strong writing skills and ability to adjust the message according to the audience
- capacity to organise one's work agenda autonomously and proactively, managing multiple deadlines with consistency and accuracy
- adaptability to different environments with an international and multicultural mindset, and availability to travel occasionally
- flexibility and capacity to work in a team

### **What we offer**

We offer a full-time fixed term contract until 31 December 2020, with a possibility to extend it further. The gross monthly salary is of 2,460 EUR. Public transport within the Brussels region, meal vouchers and hospitalisation insurance are covered and additional benefits are provided.

The CECOP offices are located in Brussels. The candidate must have a valid work permit for Belgium or be an EU national. We are looking for a candidate to join our team as soon as possible.

### **Application procedure**

Applicants should send to [cecop@cecop.coop](mailto:cecop@cecop.coop) by 11 March (midnight):

- their CV
- cover letter (max 1 page) stating, in addition, the earliest date they would be able to start and their notice period (if applicable)
- a writing sample from their past work or traineeship (max 200 words)

The three documents need to be sent in one single PDF named: Full Name\_POLRES\_Assistant\_CECOP2020. In the subject line of your email please indicate your full name and "Policy & Research Assistant Application." Selection interviews are expected to be held in Brussels at the end of March/beginning of April.